



U.S. Mission Website Platform User Guide

GPA

U.S. Mission Website Platform Program

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Revision History

Revision	Description	Author	Peer Review	Release Date
v0.2.0	Complete overhaul of user guide, adding new functionality and removing obsolete functionality.	Rhonda Urbanczyk	Niki Deanda	11/20/2015
v0.2.1	Updated Canonical URL instructions – Added instructions for Shortcode Plug-In.	Rhonda Urbanczyk	N/A	11/20/2015
v0.2.2	Updated multiple sections based on latest production release notes.	Rob Kuczynski	Niki Deanda	01/19/2016
v0.2.3	Updated multiple sections and added new functionality based on latest production release notes.	Rob Kuczynski		6/08/2016
v0.2.4	Updated based on release notes.	Rob Kuczynski		06/23/2016
v0.2.5	Corrected Versioning, Added Language Templates, Exclude Featured Image, Automatic Video Thumbnail, Facebook Video Sidebar, Podcast/Audio Sidebar and ShareAmerica Sidebar. Removed “Excerpt”	Rhonda Urbanczyk		
v2.6	Added Post/Page Expiration, Alert Message, Flickr Gallery to Remote Media Library and new Social Media icons. Re-added Excerpt.	Rob Kuczynski		08/19/2016
v2.7	Updated multiple sections and added new functionality based on latest production release notes.	Rob Kuczynski	Rhonda Urbanczyk	10/25/2016
V2.8	Updated multiple sections and added new functionality based on latest production release notes.	Rob Kuczynski	Rebecca Jenkins	11/17/2016
V2.9	Added Holiday Page date format and exclude keywords from ShareAmerica functionality.	Rob Kuczynski		01/05/2017
V2.10	Minor updates based on latest production release notes.	Rob Kuczynski		01/25/2017
V2.11	Added new Event Calendar plugin instructions, ShareAmerica feed embed options and updated Holiday Calendar instructions.	Rob Kuczynski	Rhonda Urbanczyk	02/23/2017
V2.12	Added updates to Alerts, Accordion, Holiday Calendar date format, Related Posts sidebar, Flickr gallery page body embed, Youku video embed and minor updates.	Rob Kuczynski	Rhonda Urbanczyk	03/24/2017
V2.13	Republished for latest production release.	Rob Kuczynski		04/27/2017
V2.14	Minor updates based on the latest production release.	Rob Kuczynski		05/18/2017
V2.15	Added OpenOffice Viewer and Accordion Image Size limits.	Rob Kuczynski		06/21/2017
V2.16		Rob Kuczynski	Rhonda Urbanczyk	07/26/2017
V2.17	Added Yoast Cornerstone Content.	Rob Kuczynski	Rhonda Urbanczyk	08/23/2017

V2.18	Added notes on Exclude and Exclude All Categories.	Rob Kuczynski		08/28/2017
V2.19	Added Yoast Premium features.	Rob Kuczynski		09/28/2017
V2.20	Added public post and page preview.	Rob Kuczynski	Rhonda Urbanczyk	10/31/2017
V2.21	Updated Redirection instructions.	Rob Kuczynski	Rhonda Urbanczyk	11/29/2017
V2.22	Updated Notification messages, Travel Advisories, Alerts & Messages, Added new Locations – Blurb page template, shortcode featured image options.	Rob Kuczynski	Rhonda Urbanczyk	01/05/2018
V2.23	Updated Alerts & Messages sections, Facebook slider, Notifications expiration feature.	Rob Kuczynski	Rhonda Urbanczyk	02/06/2018
V2.24	Added white label courseware instructions.	Rob Kuczynski	Rhonda Urbanczyk	03/06/2018
V3.0	Annual document audit – all sections reviewed and updated as necessary. Added Dual Clock sidebar item.	Rob Kuczynski	Rhonda Urbanczyk, Rebecca Arliss, Cindie Jones, Suzanne Peroustianis, Jono Ruelas	04/04/2018
V3.1	Minor formatting edits.	Rob Kuczynski	Rhonda Urbanczyk	05/03/2018
V3.2	Added Accordion panel linking functionality.	Rob Kuczynski	Rebecca Arliss	05/30/2018
V3.3	Minor formatting edits.	Rob Kuczynski	Rebecca Arliss	06/28/2018
V3.4	Added Google Maps creation/post/page embed guidelines.	Rob Kuczynski	Rebecca Arliss	07/25/2018
V3.5	Added new Facebook feed code and updated Yoast section based on 8.0 release.	Rob Kuczynski	Rhonda Urbanczyk	08/21/2018
V3.6	Minor formatting edits.	Rob Kuczynski	Rhonda Urbanczyk	09/18/2018
V3.7	Update to Twitter embed code process.	Rob Kuczynski	Rebecca Arliss	10/15/2018
V3.8	Added Content Commons article and video Post embed instructions. Updated Flickr feed sidebar embed instructions.	Rob Kuczynski	Rhonda Urbanczyk/Rebecca Arliss	10/29/2018
V3.9	Added Giphy sidebar element, updated screenshot to reflect removal of Google Maps from events, minor Yoast updates reflecting change from keyword to keyphrase.	Rob Kuczynski	Rebecca Arliss	01/22/2019
V4.0	Updated Help Desk email. Updated screenshots to reflect new State Dept. Seal image.	Rob Kuczynski	Rebecca Arliss	02/19/2019
V4.1	Updated IMO Social icon.	Rob Kuczynski	Rebecca Arliss	03/20/2019
V4.2	Updated Flickr sidebar embed instructions.	Rob Kuczynski	Rebecca Arliss	4/19/2019
V4.3	Updated edit image field order and screenshot. Updated for GPA branding.	Rob Kuczynski	Rebecca Arliss	06/12/2019
V4.4	Updated Yoast section to reflect new field order.	Rob Kuczynski	Rebecca Arliss	06/17/2019
V4.5	Updated Yoast section to reflect new tabs format.	Rob Kuczynski	Rebecca Arliss	07/16/2019
V4.6	Updated IIP Flickr references to GPA Flickr.	Rob Kuczynski	Rebecca Arliss	07/23/2019
V4.7	Updated Yoast screenshots to reflect updated tabs format.	Rob Kuczynski	Rebecca Arliss	08/14/2019

V4.8	Updated Travel Advisory section to reflect new number/color level system.	Rob Kuczynski	Rebecca Arliss	10/29/2019
V4.9	Updated Zalo icon.	Rob Kuczynski	Rebecca Arliss	03/03/2020
V5.0	Updated Service desk email.	Rob Kuczynski	Rebecca Arliss	06/12/2020
V5.1	Added Featured Event Full Template	Rob Kuczynski	Rebecca Arliss	07/20/2020
V5.2	Added Content box arrows for editor view.	Rob Kuczynski	Rebecca Arliss	08/18/2020
V5.3	Added Header Messages details and instructions.	Rob Kuczynski	Rebecca Arliss	8/31/2020
V5.4	Updated Login instructions and help desk information. removed Training Services.	Tonya Didarov	Anastasia Ferrantino, Katie Cooper	6/16/2022
V5.5	Edited from Peer review comments.	Tonya Didarov		7/5/2022
V5.6	Updated Office of Global Web GPA/DIG/WB to Office of Platforms GPA/DC/PLT/WB	A Ferrantino		02/23/2023
V5.7	Correction to date in page 2-footer and version control correction	A Ferrantino		08/28/2023

Introduction

About the U.S. Mission Website Platform

The primary purpose of the U.S. Mission Website Platform (MWP) is to provide content management, web hosting, search, and web reporting tools for U.S. Missions world-wide. This project is the vehicle by which GPA's core mission is delivered: "To get the right information, to the right people, at the right time." The Office of Digital provides the delivery platform and infrastructure that facilitates the development, maintenance, and hosting of a centralized multilingual content management system to streamline the creation and delivery of high-quality information for both print and web content for mission audiences.

About WordPress

WordPress is a free and open source blogging tool and a Content Management System (CMS) based on PHP Hypertext Preprocessor (PHP) and MySQL. WordPress:

- Uses a template system consisting of themes that allows users to change the look, feel, and functionality of their website without altering the site's information content or structure. There are thousands of WordPress themes available, via open source or commercial developers. Users may also create and develop their own

custom themes, if they have the expertise to do so.

- Uses plugin architecture that allows users to extend WordPress functionalities. There are currently over 35,000 plugins available for WordPress, offering customizable functions and features that enable the user to enhance their sites to their specific needs.
- Supports the use of widgets, small blocks of code that perform a specific function from within a WordPress sidebar.
- Supports mobile native applications for WebOS, Android, iOS (iPhone, iPod Touch, and iPad), Windows Phone, and BlackBerry. Learn more at WordPress.org

WordPress Logins

Logging In

The Mission Website Platform uses two-factor authentication for web managers. This means that each user must log in through OKTA, and then log into the individual WordPress site.

Okta Single Sign On

Users will need to use OKTA Single Sign-On (SSO) to log into MWP 1.0. For further information, call the ITSC directly at 202-647-2000 or email itservices@state.gov.

1. Create a new email to itservices@state.gov.
2. Enter in the subject line:REquest for access to the IT Service environment.
3. In the body of the email, **Type:** I need access to the MWP 1.0 WordPress environment and **Assign** to the MWP 1.0 group in remedy.

WordPress Login

All users must request a WordPress login through the MyData site on OpenNet. The form required is the [DS-4304](#). The workflow in MyData is automated; once the form has all the required approvals, it will be sent to the GPA Digital Help Desk. The Help Desk cannot research the whereabouts of any DS-4304. End users should keep close track of their form's approval process.

Once you are granted access, you can login using your OKTA-verified credentials:

1. **Open** the **URL** sent by the WB Team.



2. **Choose** to LOGIN WITH OPENID CONNECT (OKTA).
3. **Enter** your credentials and Follow the verification steps.

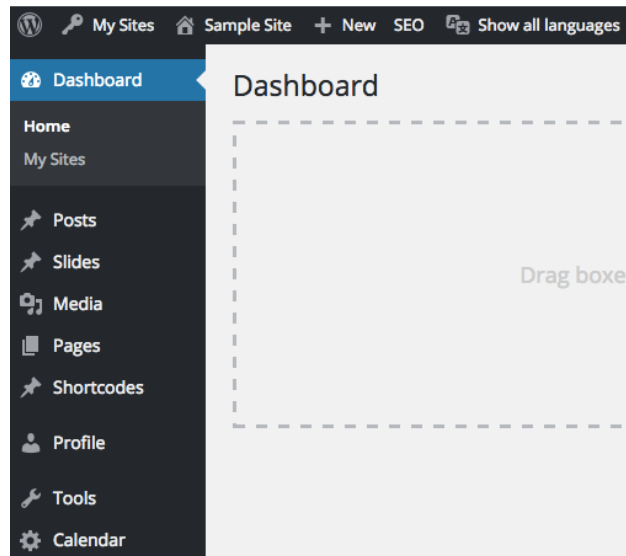
The screenshot shows the OKTA login interface. At the top left, a red box contains the text 'OKTA LOG IN'. An orange arrow points from this box to a button labeled 'Login with OpenID Connect'. The button is highlighted with a red border. Below the button is a white login form. The form contains two input fields: 'Username or Email Address' and 'Password'. The 'Password' field has a toggle icon (an eye) to its right. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue 'Log In' button. At the bottom of the form is a link that says 'Lost your password?'.

Login with OpenID Connect Button

After logging in, **Navigate** to the **PROFILE** section of the site and **Complete** the following:

1. **Enter** first name in the **FIRST NAME** field
2. **Enter** last name in the **LAST NAME** field
3. **DISPLAY NAME PUBLICLY AS** – **Select** the correct display from the dropdown (typically First Name Last Name).
4. **Click** **UPDATE PROFILE**.

Note: Users should click the Lost Your Password link for forgotten passwords.



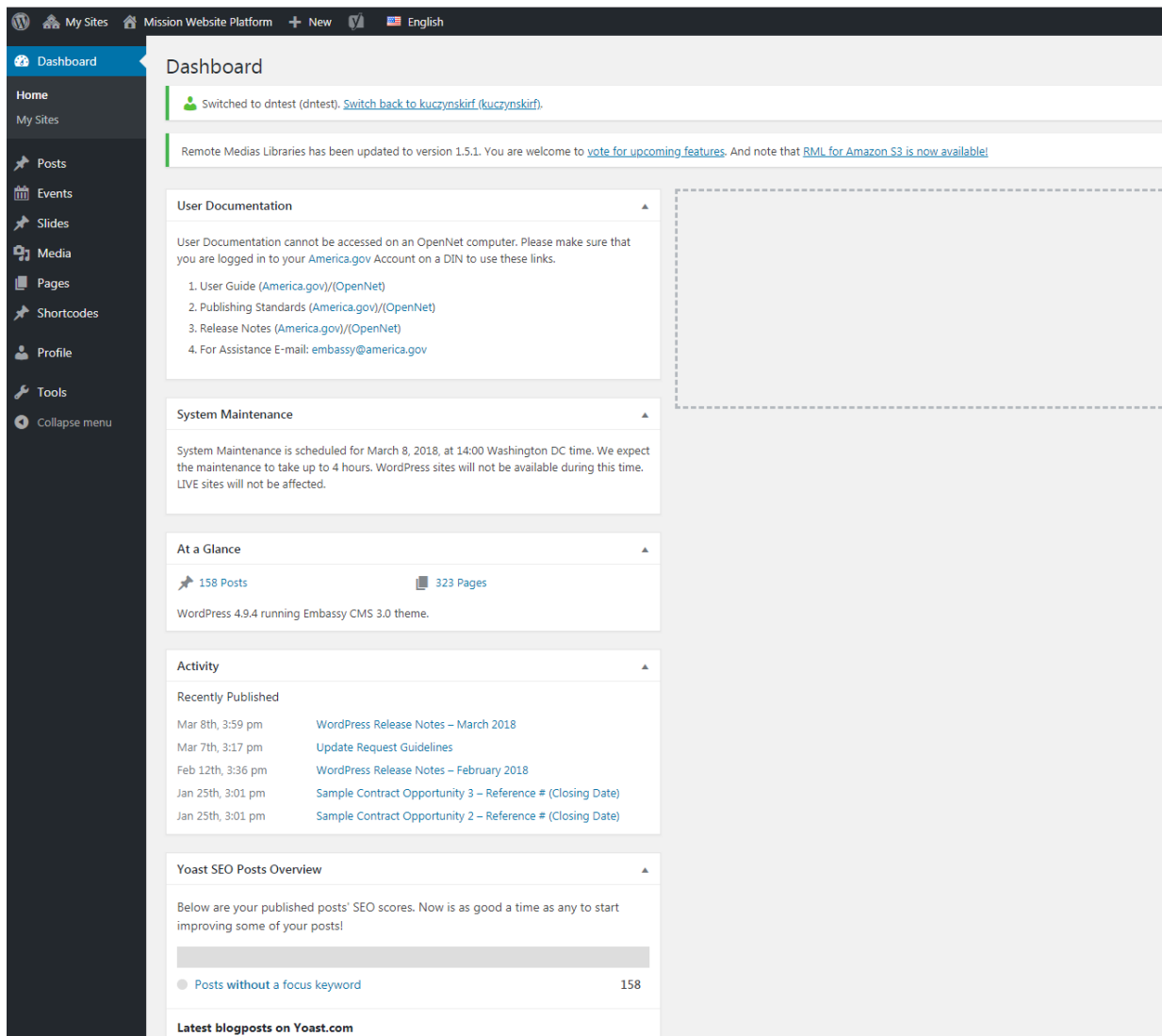
Location of Profile Settings



WordPress Overview

The WordPress Dashboard

The WordPress Dashboard is where users access the control features of the WordPress application. The Dashboard is divided into three (3) sections: the Toolbar (1), the Main Navigation (2) and the Work Area (3).



The WordPress Dashboard

Toolbar

The **TOOLBAR** provides links to various administration functions, and is displayed at the top of the **DASHBOARD**. **TOOLBAR** links expand (fly-out) on hover to display more information. The items available in the **TOOLBAR** are (from left to right):

1. **WordPress Link** – This provides the user with quick access to various WordPress sites.
2. **My Sites** – Any sites to which a user has access will appear in this dropdown. This enables the user to easily switch from one site to another.
3. **Current Site** – “United States of America and [Host Country]” Clicking this link directs the user to the “view” version of the website.
4. **+ New** – Allows the user to create new pages, posts, slides, shortcodes and to upload new media. This is especially useful if working in the “view” version of the website.
5. **SEO** – Allows the user to get search insights by providing access to Keyword Research.
6. **Edit User** – “Howdy [Name]” provides access for users to update their profile and log out of the site.
7. **Show All Languages** – Allows the user to access all languages on the site.

Main Navigation

The Main Navigation provides links that enable the user to update the website and edit their profile.

1. **Dashboard**
 - a. **Home** – Returns the user to the **DASHBOARD** landing page.
 - b. **My Sites** - Any sites to which a user has access will appear on a page. Sites can be selected from this page for editing.



2. Posts

- a. **All Posts** – Lists all Posts in the Website.
- b. **Add New** – Enables the user to create a new Post.
- c. **Tags** – Enables the user to create and search tags.

3. Slides

- a. **All Slides** – Lists all Slides in the Website.
- b. **Add New** – Enables the user to create a new Slide.

4. Media

- a. **Library** – Opens the media library for the site.
- b. **Add New** – Enables the user to upload new media (PDFs and Images)
- c. **Media Categories** – Enables the user to create and search media categories.
- d. **Remote Libraries** – Enables the user to view and search Remote Media libraries.

5. Pages

- a. **All Pages** – Lists all Pages in the Website.
- b. **Add New** – Enables the user to create a new Page.

6. Shortcodes

- a. **All Shortcodes** – Lists all shortcodes on the Website.
- b. **Add New** – Enables the user to add a new shortcode.

7. Profile – Enables the user to edit their profile.

8. Tools

- a. **Redirection** – Enables the user to view and add website redirection URLs.

9. Event Calendar **(optional plug-in activated by request)** – Enables the user to view and add events to the website calendar.

10. Collapse Menu – Minimizes the Main Navigation.

Work Area

Screen Options – A dropdown which enables the user to determine what sections display in the Work Area.

Help – WordPress Help Resources.

Announcements – Latest Release Notes and updates to features and functionality.

User Documentation – Latest versions of the User Guide, Publishing Standards and Release Notes.

System Maintenance – Details on scheduled system maintenance.

At a Glance – WordPress site statistics, such as number of pages and number of Posts.

Activity – Most recent posts display here.

Yoast SEO Posts Overview – SEO Scores for published posts and pages.

Footer

The footer displays the version information for WordPress.

Posts and Pages

Posts

Posts are items that usually contain semantically and chronographically arranged information such as news, events, speeches, and other dated materials. The semantic structure is defined by **CATEGORIES** and **TAGS**, which aid visitors in navigating the site and provide data to help search engines understand the content of the site, thus improving the relevance of search results.

The **Posts** panel provides users with the ability to view, add, edit, or delete **Posts**.



By default, the **ALL Posts** page opens after selecting **Posts** from the **MAIN NAVIGATION**.

The screenshot shows the 'All Posts' page interface. Callout 1 points to the 'Add New' button. Callout 2 points to the 'Screen Options' dropdown. Callout 3 points to the 'Help' link. Callout 4 points to the 'Bulk Actions' dropdown. Callout 5 points to the search bar. Callout 6 points to the 'Title' column header. Callout 7 points to the 'Filter' button. Callout 8 points to the 'Readout of President Donald J. Trump's Call with President Enrique Peña Nieto of Mexico' post entry.

<input type="checkbox"/>	Title	Author	Categories	Tags		Date	Expires	
<input type="checkbox"/>	Readout of President Donald J. Trump's Call with President Enrique Peña Nieto of Mexico	U.S. Mission to Mexico	News, President Donald Trump, U.S. & Mexico, U.S. Agencies			Published 2018/02/20	Never	0
<input type="checkbox"/>	Llamada telefónica entre los presidentes Trump y Peña Nieto	U.S. Mission to Mexico	Agencias y organismos de Estados Unidos, Estados Unidos y Mexico, Noticias, Presidente Donald Trump			Published 2018/02/20	Never	0
<input type="checkbox"/>	Senior Trump Administration Officials Host a Meeting with a Delegation of Mexican Officials	U.S. Mission to Mexico	News, Press Releases, U.S. & Mexico, U.S. Agencies			Published 2018/02/15	Never	0

All Posts Page

Within the **ALL Posts** page, users can perform several routine tasks:

1. Add new posts.
2. Customize the displayed information using the **SCREEN OPTIONS** tab.
3. Review the Help file information related to this panel.
4. Review the various statuses of all posts. The user may select to view all posts, posts that are in draft and posts in the trash.
5. Search for specific posts.
6. Perform Bulk Actions on posts including editing and moving posts to the trash.
7. Filter the displayed posts by Date, Categories, and SEO Scores.
8. Review the Title, Author, Categories, Tags, Date, Expiration Date, Internal links, SEO Score, Readability Score, information related to a post.

Screen Options Tab

The **SCREEN OPTIONS TAB** enables a user to determine what appears on the **ALL Posts** page. Users may **Select** or **Deselect** any item on this tab to customize their display. They may also **Select** how many posts should display on each page.



Columns

☒ Author ☒ Categories ☒ Tags ☒ Español ☒ English ☒ Comments ☒ Date ☒ Expires ☒ # links in post ☒ SEO score ☒ Readability score ☐ SEO Title ☐ Meta Desc. ☐

Pagination

Number of items per page:

View Mode

☒ List View ☐ Excerpt View

Screen Options Tab

Categories and Tags

CATEGORIES and **TAGS** aid visitors in navigating the site and provide data to help search engines understand the content of the site, thus improving the relevance of search results. When creating Posts, it is important to think about the target audience and which categories and tags would allow them to more easily find the content in which they are interested.

Categories

CATEGORIES are permanent buckets in the website that provide a broad topic for the content. For example, “News” is a broad topic that could contain many different types of articles. Each **Post** should be associated with a **CATEGORY**.

NOTE: THE “EXCLUDE” CATEGORY IS USED TO PREVENT A POST FROM DISPLAYING ON THE HOME PAGE. THE “EXCLUDE ALL” CATEGORY PREVENTS A POST FROM DISPLAYING ON THE HOME PAGE, NEWS AND EVENTS PAGE AND UBERMENU.

It is important to note that in the Modernization effort, a standard taxonomy has been developed by GPA in order to maintain consistency enterprise-wide. Editors in the field may not add new **CATEGORIES**; however, they may e-mail the help desk (gpadigitalhelp@state.gov) if they have a recommendation or suggestion. If the recommendation is approved, the category will be added to the site.

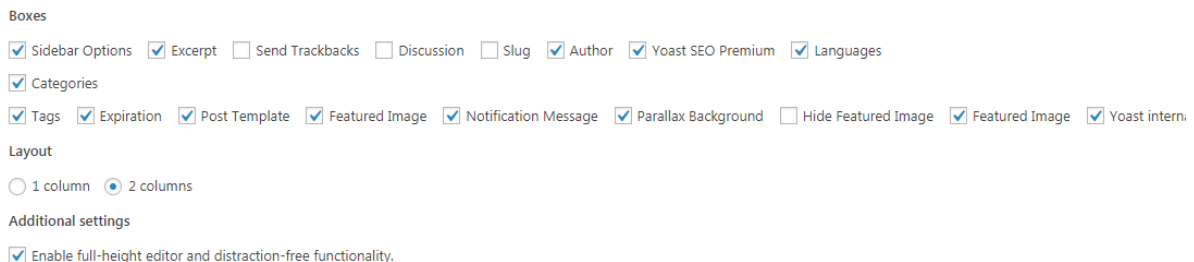
Tags

Tags provide editors with the ability to narrow post topics to more specific parameters. Multiple tags may be used in a Post in order to provide the visitor with more ways in which to discover new content on the site. For example, if the Ambassador delivers a speech regarding the release of the newest Human Rights Report, the Post could be categorized as “Ambassador” with tags for “Human Rights Report” and “2014 Speeches”.

Editors may create new tags at any time; however we strongly recommend that users track the tags that are being used to prevent redundancy. For Example, a “2016 Olympics” tag and an “Olympics 2016” tag are treated individually. It is best for SEO and to help your visitors find content if tags are managed regularly.

Setting Screen Options

Before creating the first Post, we recommend that editors set their screen options for the Add New Post screen. This is done by clicking the “Screen Options” tab in the top right corner of the screen.



Boxes

☒ Sidebar Options ☒ Excerpt ☐ Send Trackbacks ☐ Discussion ☐ Slug ☒ Author ☒ Yoast SEO Premium ☒ Languages

☒ Categories

☒ Tags ☒ Expiration ☒ Post Template ☒ Featured Image ☒ Notification Message ☒ Parallax Background ☐ Hide Featured Image ☒ Featured Image ☒ Yoast internal

Layout

☐ 1 column ☒ 2 columns

Additional settings

☒ Enable full-height editor and distraction-free functionality.

Screen Options

- We recommend editors periodically review Screen Settings to ensure optimal configuration for their specific needs.
- Unless the editor is familiar with the concept of Slugs, it is not necessary to display this field; WordPress will automatically generate a slug.
- **Screen Layout** can be set to the user’s preference. A two-column display typically works best.



- We recommend leaving the last option “Enable full-height editor and distraction-free functionality” selected.

NOTE: ALL ELEMENTS ON THE PAGE CAN BE RE-ORDERED BY USING DRAG AND DROP OR THE UP AND DOWN ARROWS IN THE TOP RIGHT OF ANY BOX. FOR EXAMPLE, USERS CAN MOVE THE EXPIRATION SECTION TO DISPLAY DIRECTLY UNDER THE PUBLISH SECTION. BOXES CAN ALSO BE MOVED TO THE RIGHT SIDEBAR USING THIS PROCESS.

Creating a Post

To create a new **Post**, the user can select to do so from several locations within the interface:

1. **+ NEW > POST** in the **HEADER**.
2. **POSTS > ADD NEW** in the **MAIN NAVIGATION**.
3. The **ADD NEW** button on the **ALL POSTS** page.

The screenshot shows the 'Add New Post' interface. At the top, there's a header with a 'Switch back to kaczynski@kaczynski' link. Below that, a message states 'Remote Media Libraries has been updated to version 1.5.1. You are welcome to [view for upcoming features](#). And note that [BML for Amazon S3](#) is now available!'. The main form has a title field with the placeholder 'Enter title here' and a character count of 0/150. Below the title is a rich text editor with a word count of 0. The right sidebar contains a 'Languages' section with a dropdown set to 'English'. Below that is a 'Translations' section with a '+ -' button. The 'Publish' section includes a 'Save Draft' button, a 'Status: Draft' indicator, a 'Visibility: Public' dropdown, a 'Publish Immediately' button, and a 'Readability' indicator showing 'Needs improvement'.

First Section of Post Creation

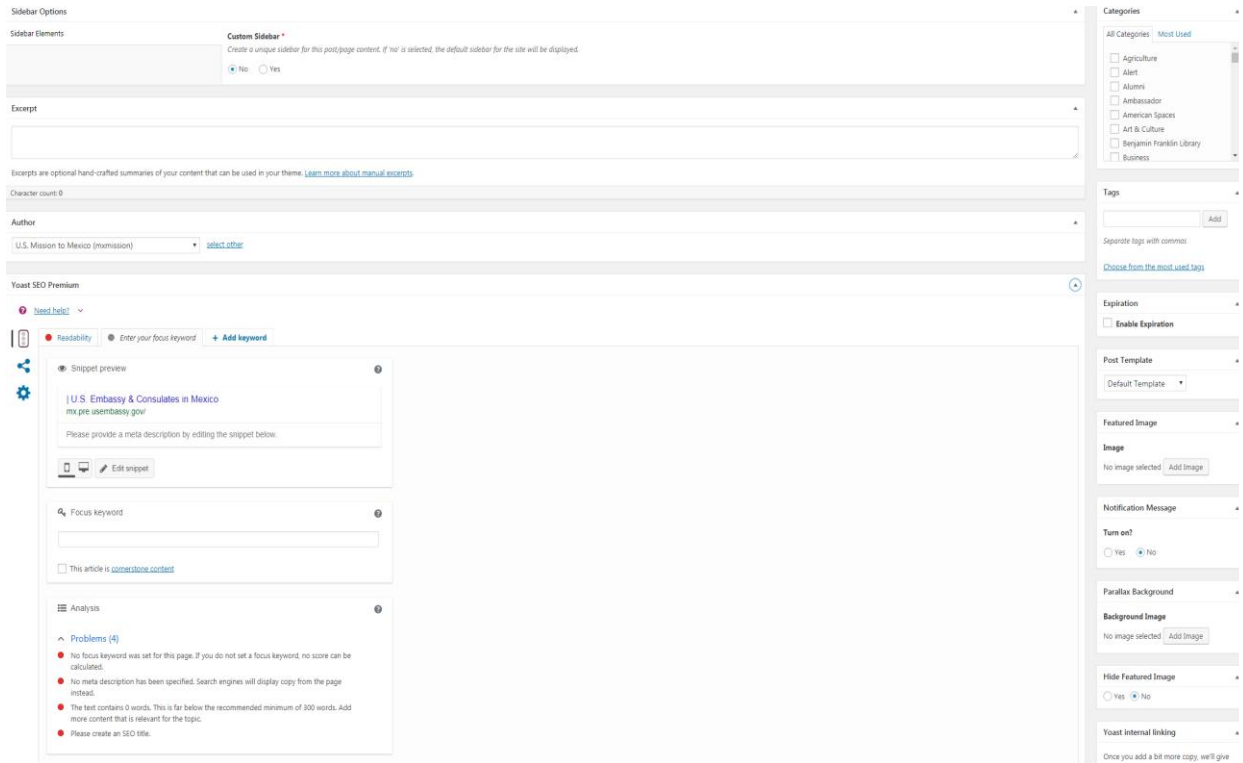
To create a **Post**, **Complete** the following fields:

1. **Title** – **Enter** the title of the **Post**.
2. **Language** - Before creating a post, **Determine** in which Language the post should display.

NOTE: MOST POSTS ARE CREATED IN ENGLISH AND THEN TRANSLATED. IF A POST SHOULD BE CREATED IN A LANGUAGE OTHER THAN ENGLISH, SELECT THE APPROPRIATE LANGUAGE FROM THE DROPDOWN.



3. **Content** – **Enter** and **Format** the content. For additional information on the Visual and Text Editors, see the appropriate [in-depth overview](#) in this document.
4. **Complete** the **PUBLISH** section.
 - a. **Status** – an Editor can select either “Draft” or “Pending Review” – this is determined by the workflow guidelines at each location.
 - b. **Visibility** – **Select** one of the following. The default is “Public” and this is the typical visibility for pages and posts.
 - i. **Public** – Once Published can be viewed by any visitor to the website.
 1. **Check** the Sticky box to stick the post to the front page.
 - ii. **Password Protected** - (this feature is not functional and should not be used.)
 - iii. **Private** – Once published, may only be viewed by the editor.
 - c. **Publish immediately** – This may be changed to publish a Post with a date in the past or it may be used to schedule a Post to publish at a particular day and time.
 - d. **Public Post Preview** – This feature is only available after a post is saved to draft. It is used to send a preview link of a draft post to another user who does not have to be logged into OpenNet or America.gov. Check the **ENABLE PUBLIC PREVIEW** box to access the preview link.
NOTE: PREVIEW LINK EXPIRES AFTER 48 HOURS.
5. **Excerpt** – This feature is used to specify the descriptive blurb to appear on the Home Page Blogroll and News and Events Landing page. **EXCERPT** box must be checked in **SCREEN OPTIONS** to appear. Enter desired summary in Excerpt box before publishing Post.
6. **Yoast SEO Premium** – This provides an overview of the SEO for the Post. Clicking the “Check” button will direct the user to the Yoast section of the page for further guidance. For more detailed information on Yoast and how to best utilize it in the site, please see the appropriate [in-depth overview](#) in this document.



Second Section of Post Creation

7. In the **CATEGORIES** section, **Select** a category.

THE “EXCLUDE” CATEGORY IS USED TO PREVENT A POST FROM DISPLAYING ON THE HOME PAGE. THE “EXCLUDE ALL” CATEGORY PREVENTS A POST FROM DISPLAYING ON THE HOME PAGE, NEWS AND EVENTS PAGE AND UBERMENU.

8. In the **TAGS** section, **Add** or **Select** a Tag.

- Type** the Tag into the text field, more than one tag may be entered if they are separated with commas.
- Click** the **ADD** button.
- To select from most-used tags, **Click** the “Choose from the most used tags” link.

9. If desired, set an expiration date for the post (post will automatically be removed from the site).

- From post in **EDIT** mode, **Check** **ENABLE EXPIRATION** box.
- Select** expiration day and time using the dropdowns and text boxes.
- Select** whether the post will expire as a **DRAFT** or **PRIVATE**.



NOTE: DRAFT/PRIVATE WILL BE ACTIVATED WITHIN 15 MINUTES AFTER SET TIME.

- d. **Click PUBLISH OR UPDATE.**
- e. The post or page will now expire on the selected date and time.

Expiration

☒ **Enable Expiration**

Month: April Day: 02 Year: 2018

Hour: 11 Min: 27 Expire as: Draft

Note: Draft/Private will be activated within 15 minutes after set time

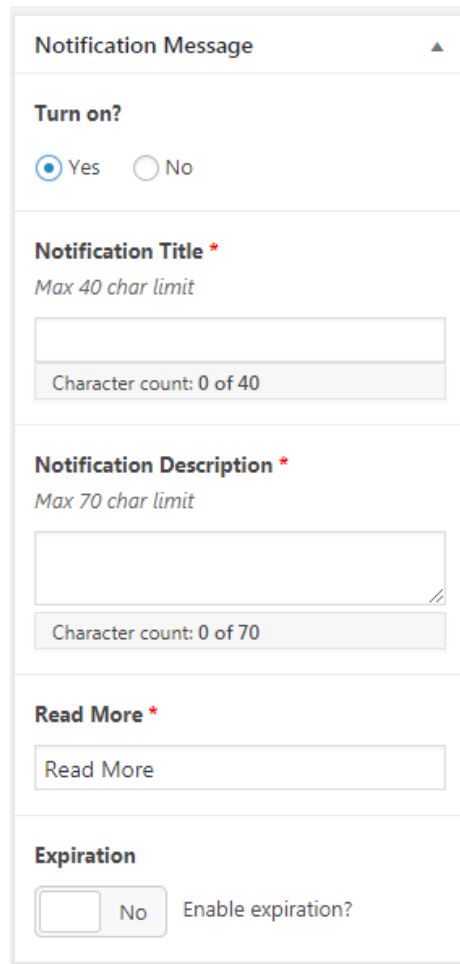
Sample of post/page expiration feature.

10. In the **POST TEMPLATE** section, Select a template from the dropdown:
 - a. Default
 - b. Full- Width Image
 - c. Parallax Image
 - d. Transparent Image
11. If desired, set a Notification Message to appear in the header of the site.
 - a. From post edit mode, **Select YES** under **NOTIFICATION MESSAGE – TURN ON?**
 - b. **Enter** text in the **NOTIFICATION TITLE** and **NOTIFICATION DESCRIPTION** text boxes.

NOTE: ALERT TITLE HAS A 40 CHARACTER LIMIT AND ALERT DESCRIPTION HAS A 70 CHARACTER LIMIT.

- c. If desired, edit the **READ MORE** hyperlink text.
- d. If desired, **Click** the **ENABLE EXPIRATION** button to set an expiration time.
- e. **Click PUBLISH OR UPDATE.**

NOTE: ENGLISH NOTIFICATIONS OPERATE INDEPENDENTLY FROM LANGUAGE NOTIFICATIONS.



Edit Notification Message section.

12. In the **FEATURED IMAGE** section, **Set** the featured image.
 - a. **Click** the “Add Image” button.
 - b. **Upload** a new image to use as the featured image or **Select** an existing image from the Media Library. For more detailed information on the Media Library and how to best utilize it in the site, please see the appropriate [in-depth overview](#) in this document.
 - c. **Click SET FEATURED IMAGE.**
13. In the **HIDE FEATURED IMAGE** section, **Click YES** if the featured image should be suppressed on the Post.
14. If desired, **Set** the background image in the **PARALLAX BACKGROUND** section.
 - a. **Click** the “Add Image” button.



- b. **Upload** a new image to use as the featured image or **Select** an existing image from the Media Library. For more detailed information on the Media Library and how to best utilize it in the site, please see the appropriate [in-depth overview](#) in this document.
 - c. **Click SELECT.**
15. In the **AUTHOR** section, **Select** the appropriate author from the drop-down list.
16. If desired, **Complete** the **YOAST SEO PREMIUM** section. For more detailed information on Yoast and how to best utilize it in the site, please see the appropriate [in-depth overview](#) in this document.
17. **Navigate** back to the **PUBLISH** section and **Click** the appropriate button
 - a. **SAVE DRAFT** – Saves the work, but does not publish to the LIVE site.
 - b. **PREVIEW** – Allows the user to see how the Post will look when it is published.
 - c. **PUBLISH** – To publish the Post immediately or to publish a back-dated Post.
 - d. **PUBLISH IMMEDIATELY**– To set the time for the Post to publish in the future.

Automated Video Thumbnail

An automatic video screenshot thumbnail will now be generated when a video is embedded in a post and no feature image is selected or the featured image is hidden using functionality above in “Hide Featured Image” section. This thumbnail will appear in the blogroll and in the Megamenu.

1. **Open** the desired post in **EDIT** mode.
2. **Enter** video URL to embed in post body.
3. Make sure no **FEATURED IMAGE** is selected or the **HIDE FEATURED IMAGE - YES** checkbox is selected.
4. **Update** or **Publish** the post as usual.

Blog Templates

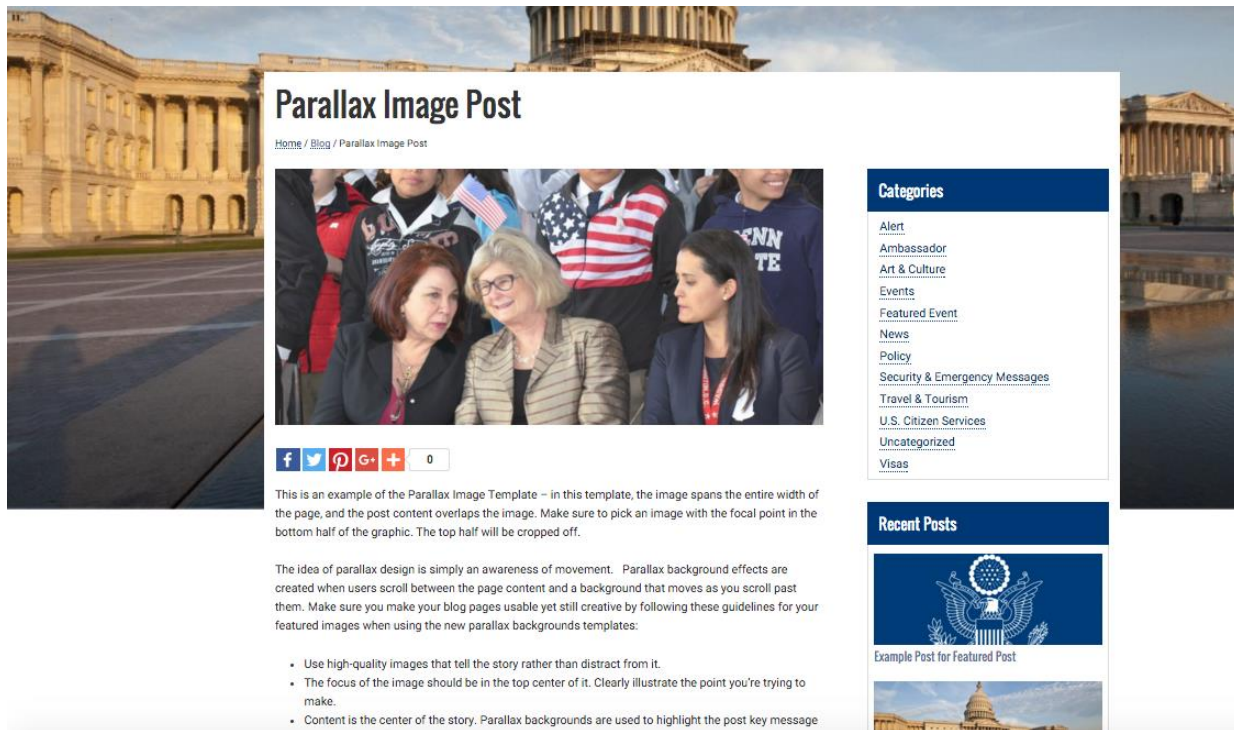
Parallax Image Post: In this template, the image spans the entire width of the page, and the post content overlaps the image. Make sure to pick an image with the focal point in the bottom half of the graphic. The top half will be cropped off. An additional featured image is

needed for this template that will be displayed on the blog roll.

The idea of parallax design is simply an awareness of movement. Parallax background effects are created when users scroll between the page content and a background that moves when scrolled past. Make sure to make the blog pages usable yet still creative by following these guidelines for the featured images when using the new parallax backgrounds templates:

- Use high-quality images that tell the story rather than distract from it.
- The focus of the image should be in the top center of it. Clearly illustrate the point.
- Content is the center of the story. Parallax backgrounds are used to highlight the post key message in an engaging fashion and should not overtake the content.
- Consider the audience's bandwidth. The parallax effect can sometimes result in a very image-heavy website design. This can be a show stopper for users with a slower internet connection.
- Mobile Audience. Our websites are responsive, when the tablet or mobile viewport is detected; the static version of the post is loaded instead of the parallax version.

NOTE: THE BACKGROUND IMAGE SIZE MUST BE AT LEAST 1200 X 560 PIXELS.



Example of Parallax Image Post.

Parallax Transparent Post: In this template, the image becomes the background for the Post and content scrolls over. Be sure to select an image where the focal point is in the lower center of the photo. The top and sides of the image will be cropped by the template. An additional featured image is needed for this template that will be displayed on the blog roll.

The idea of parallax design is simply an awareness of movement. Parallax background effects are created when users scroll between the page content and a background that moves when scrolled past. Make sure to make the blog pages usable yet still creative by following these guidelines for the featured images when using the new parallax backgrounds templates:

- Use high-quality images that tell the story rather than distract from it.
- Clearly illustrate the point.
- Content is the center of the story. Parallax backgrounds are used to highlight the post key message in an engaging fashion and should not overtake the content.

- Consider the audience's bandwidth. The parallax effect can sometimes result in a very image-heavy website design. This can be a showstopper for users with a slower Internet connection.
- Mobile Audience: Our websites are responsive, when the tablet or mobile viewport is detected, the static version of the post is loaded instead of the parallax version.

NOTE: THE BACKGROUND IMAGE SIZE MUST BE AT LEAST 1772 X 827 PIXELS.



Example of Parallax Transparent Post.

Full Width Image Post: In this Post, the Featured Image spans the width of the page, and the content and sidebar items begin below the image.

Make sure to make the blog pages usable yet still creative by following these guidelines for the featured images when using the new parallax backgrounds templates:

- Use high-quality images that tell the story rather than distract from it.
- Clearly illustrate the point you're trying to make.
- Content is the center of the story.
- Consider the audience's bandwidth.

NOTE: THE FEATURED IMAGE SIZE MUST BE AT LEAST 940 X 439 PIXELS.



Full Width Image Post

[Home](#) / [Blog](#) / Full Width Image Post







This is an example of a Full-width Image Post. The Featured Image spans the width of the page, and the content and sidebar items begin below the image.

Categories

[Alert](#)
[Ambassador](#)
[Advisors](#)

Example of Full Width Image Post.

ShareAmerica Feeds: Users may embed ShareAmerica feeds on an internal page, which displays in the News & Events dropdown. To implement in your site, send a ticket to gpadigitalhelp@state.gov with the desired feeds (up to 5). Don't forget, you can exclude up to 3 key words or phrases by following the instructions below.

Visas	U.S. Citizen Services	Our Relationship	Business	Education & Culture	Embassy & Consulates	News & Events
<div><div>News Press Releases Featured Event Latest from ShareAmerica</div><div><p>For small farmers in East Africa, a new tool for getting to market</p></div><div><p>Do sanctions work?</p></div><div><p>Diaspora voices: People of Africa to share their stories</p></div><div><p>Canada's Trudeau, Ivanka Trump encourage businesswomen</p></div></div>						

Example of ShareAmerica feed under News & Events.

Category Listing

Identify the slug of the category to be used.

1. **Navigate** to the category page by clicking the category on the News & Events page in the Topics sidebar.
2. Review the URL, the Category Slug is located immediately after the word “Category” In the URL (highlighted in yellow):
3. <https://sample2.usembassy.gov/category/press-releases/>
4. **Create** the page in which the content should appear.
5. **Add** the following shortcode to the main body of the page: [display-list category="SLUG" posts_per_page="15" include_date="true" date_format="F j,]
6. **Replace** slug (in yellow) with the category slug identified in step 1 (i.e. press-releases). For Example: `[display-list category="press-releases" posts_per_page="15" include_date="true"]`
7. **Complete** the rest of the page, using the options and sidebars desired.
8. **Click PUBLISH.**

Show All Button

Users may implement a properly styled “Show All” button for use on their text-based category listing pages. Follow the instructions below to add a “Show All” button:

1. **Copy** the following code:
 - a. `Show All`
2. **Open** the **HTML TAB** of the **CONTENT EDITOR**. (This will not work in the **VISUAL EDITOR**).
3. **Paste** the code where it should display.
4. **Replace** the highlighted text (URL HERE) with the target URL of the **SHOW ALL** button.



Content Commons Article and Video Embed

Users may embed Content Commons (<https://commons.america.gov>) articles and videos directly into posts. For more information on the purpose, features and function of Content Commons visit: <https://commons.america.gov/about>

Embed Content Commons Article

1. **Navigate** to <https://commons.america.gov>, **Select** an article and **Click** the embed icon on the top right.
2. **Copy** the **DATA ID FIELD** and **DATA SITE** information. (*Underlined in the example below*).

English

Embed this article on your site

Copy Embed Code

Copy and paste the code below to embed article on your site

Embed Code

```
<div id="cdp-article-embed"></div>
<script async id="cdpArticle" data-
id="19414" data-site="yali.state.gov"
src="https://iipdesignmodules.america.g
ov/modules/cdp-module-article-
single/v1.0.0/cdp-module-
loader.min.js"></script>
```

Copy

File Type: post
Updated: October 22, 2018

Are you ready to launch your business in Africa
entrepreneurs and investors who discussed important topics like finding funding, branding and marketing, forming
partnerships and building your network. Here's what they had to say.

Before you start...

Say you have a great idea for a business. Before you get started, ask yourself: Is there a demand for my product or service?
Does the infrastructure my business needs to succeed exist in my target market? If the answer to either question is "no,"
then your great idea might never get off the ground.

Content Commons Article example

3. **Navigate** to the WordPress site, **Create** a new post and **Click** the **ENABLE CONTENT COMMONS** button under the **CONTENT COMMONS** section.
4. **Complete** **DATA ID** and **DATA SITE** fields.



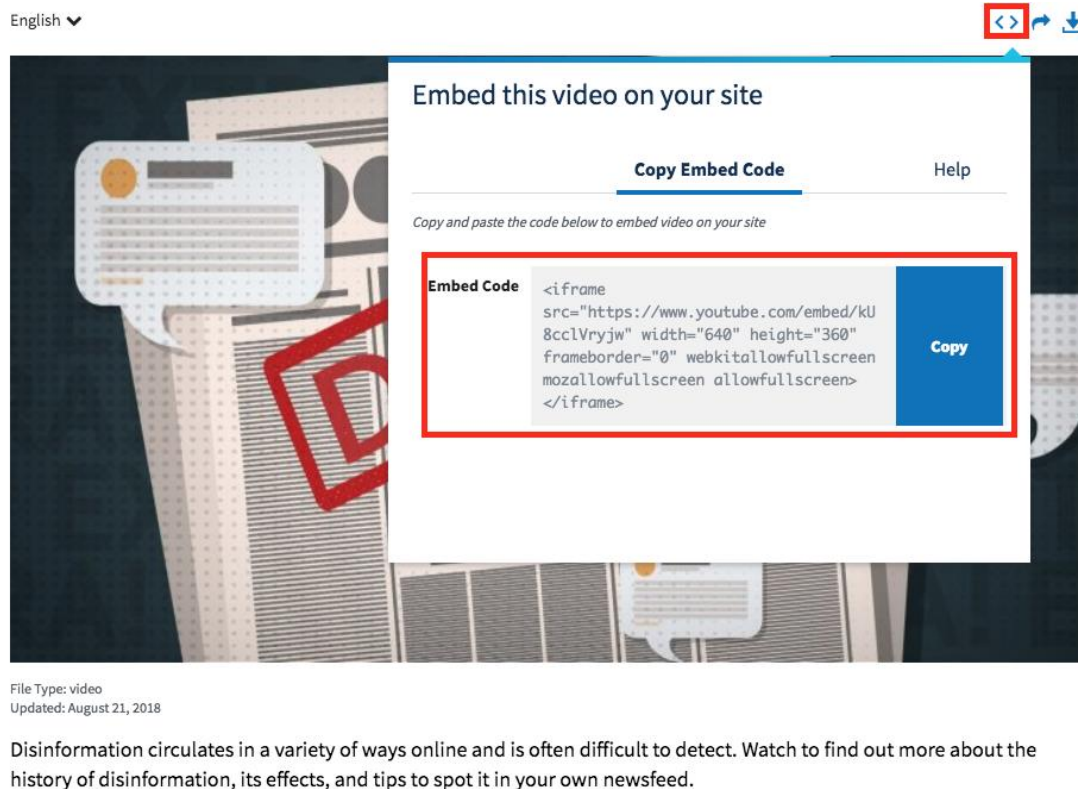
Content Commons	
Enable Content Commons	<input checked="" type="checkbox"/> Yes <small>NOTE: The main content above will not show if this is ena</small>
data-id *	<input type="text" value="19349"/>
data-site *	<input type="text" value="yali.state.gov"/>

Content Commons Post fields

5. **Enter** TITLE (same as article title) and **Select** CATEGORY.
6. **Publish** the post.

Embed Content Commons Video

1. **Navigate** to <https://commons.america.gov>, **Select** a video and **Click** the embed icon on the top right.
2. **Copy** the entire EMBED CODE.



Content Commons Video example

3. **Navigate** to WordPress site, **Create** new post and **Paste** the embed code in the main body text.
4. **Enter TITLE** (same as video title) and **Select CATEGORY**.
5. **Publish** the post.

Pages

PAGES are used to display static content on the website. While news, events, speeches, and other timely materials are created by using **Posts**, the informational content such as contact information, key officer biographies, citizen services and other similar content are created as **PAGES**.

PAGES are created in much the same way as **Posts**, however there are additional templates available, and **CATEGORIES** and **TAGS** are not used.

The **PAGES** panel provides users with the ability to view, add, edit, or delete **PAGES**.

By default, the **ALL PAGES** page opens after selecting **PAGES** from the **MAIN NAVIGATION**.

Pages [Add New](#)

[Switch back to kuczynskirf \(kuczynskirf\)](#)

Remote Medias Libraries has been updated to version 1.5.1. You are welcome to [vote for upcoming features](#). And note that [BML for Amazon S3 is now available!](#)

All (1,350) | Published (1,166) | Drafts (183) | Private (1) | Orphaned content (?) | Cornerstone content (0)

Bulk Actions [Apply](#) All dates All SEO Scores All Readability Scores [Filter](#)

<input type="checkbox"/> Title	Author		Date	Expires
<input type="checkbox"/> ACT Pagination Parent	thompsonac	—	Published 5.hours.ago	Never
<input type="checkbox"/> — Page 1	thompsonac	—	Published 5.hours.ago	Never
<input type="checkbox"/> — Page 2	thompsonac	—	Published 5.hours.ago	Never

All Pages Screen

1. Add new pages.
2. Customize the displayed information using the Screen Options tab.
3. Review the Help file with information.
4. Review the various statuses of all pages.
5. Search for specific pages.
6. Perform Bulk Actions on pages including edit and move to trash.
7. Filter the displayed items by date.



Setting Screen Options

Just like with **Posts**, users may customize the view of their **ALL PAGES** screen by clicking on the **SCREEN OPTIONS** tab in the top left corner and selecting or de-selecting the columns that should display in the listing.

Columns

☒ Author ☒ Español ☒ Comments ☒ Date ☒ Expires ☒ # links in post ☒ SEO score ☒ Readability score ☐ SEO Title ☐ Meta Desc. ☐ Focus K

Pagination

Number of items per page:

[Apply](#)

Screen Options for All Pages

Page Templates

There are several templates available from which to choose when creating pages. Each template is designed for a specific display and our recommendations for use are below.

[Visas](#) [U.S. Citizen Services](#) [Our Relationship](#) [Business](#) [Education & Culture](#) [Embassy & Consulate\(s\)](#) [News & Events](#)

Emergency Contacts – All Locations

[Home](#) | [U.S. Citizen Services](#) | Emergency Contacts – All Locations

Location One

U.S. Citizens with emergencies, please call ####.####
Outside of Office Hours, contact: ####.####
Outside of [Country]: ####.#### or ####.####

Location Two

U.S. Citizens with emergencies, please call ####.####
Outside of Office Hours, contact: ####.####
Outside of [Country]: ####.#### or ####.####

Location Three

U.S. Citizens with emergencies, please call ####.####
Outside of Office Hours, contact: ####.####
Outside of [Country]: ####.#### or ####.####

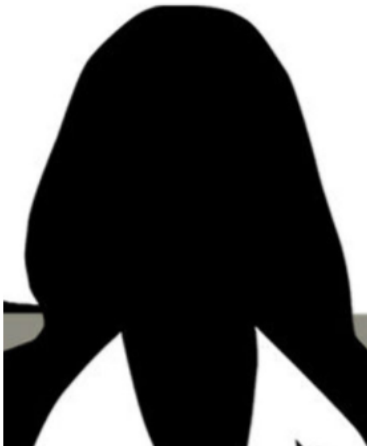
Default - The default page is the most common template used within the site. It can display images, an accordion, a sidebar, and embedded video. It can also be created as pagination, which is explained later in this document.



[Visas](#) [U.S. Citizen Services](#) [Our Relationship](#) [Business](#) [Education & Culture](#) [Embassy & Consulate\(s\)](#) [News & Events](#)

Ambassador [Name]

[Home](#) | [Our Relationship](#) | [Ambassador \[Name\]](#)



Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

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Translation


[Español](#)

Tweets by @StateDept

Department of State Retweeted

StateDeptPRM @StatePRM

Just announced! The U.S. is providing nearly \$87 million in new humanitarian funding for Yemenis in need--helping w/ food, safe drinking water, shelter, protection, and medical care. Total U.S. assistance, since Oct 2016, is \$854 million and counting. This money saves lives!



10m

Department of State Retweeted

The White House @WhiteHouse

Today, President Trump will welcome the Baltic States Heads of Government to the White House.

Watch the joint press conference at 1:35pm EDT:
[45.wh.gov/RtVRmD](#)

Ambassador – Used to display the biography of key officers such as the Ambassador, DCM or Consul General. If desired, the image can be replaced with a video.



Featured Event

[Home](#) | [Our Relationship](#) | [Featured Event](#)



Translation

[Español](#)

Textbox Image Example



Be Prepared

Image Description

Featured Event Template Common and Recommended Uses

- Special events, featured programs, Embassy spotlight, etc.
- Top Image / Video.
- Tagged blogroll displays the 6 latest posts.
- Show All button available to display all posts related to event.
- Content Text Limit – 2600 characters.

Mission Website Platform – Publishing Standards

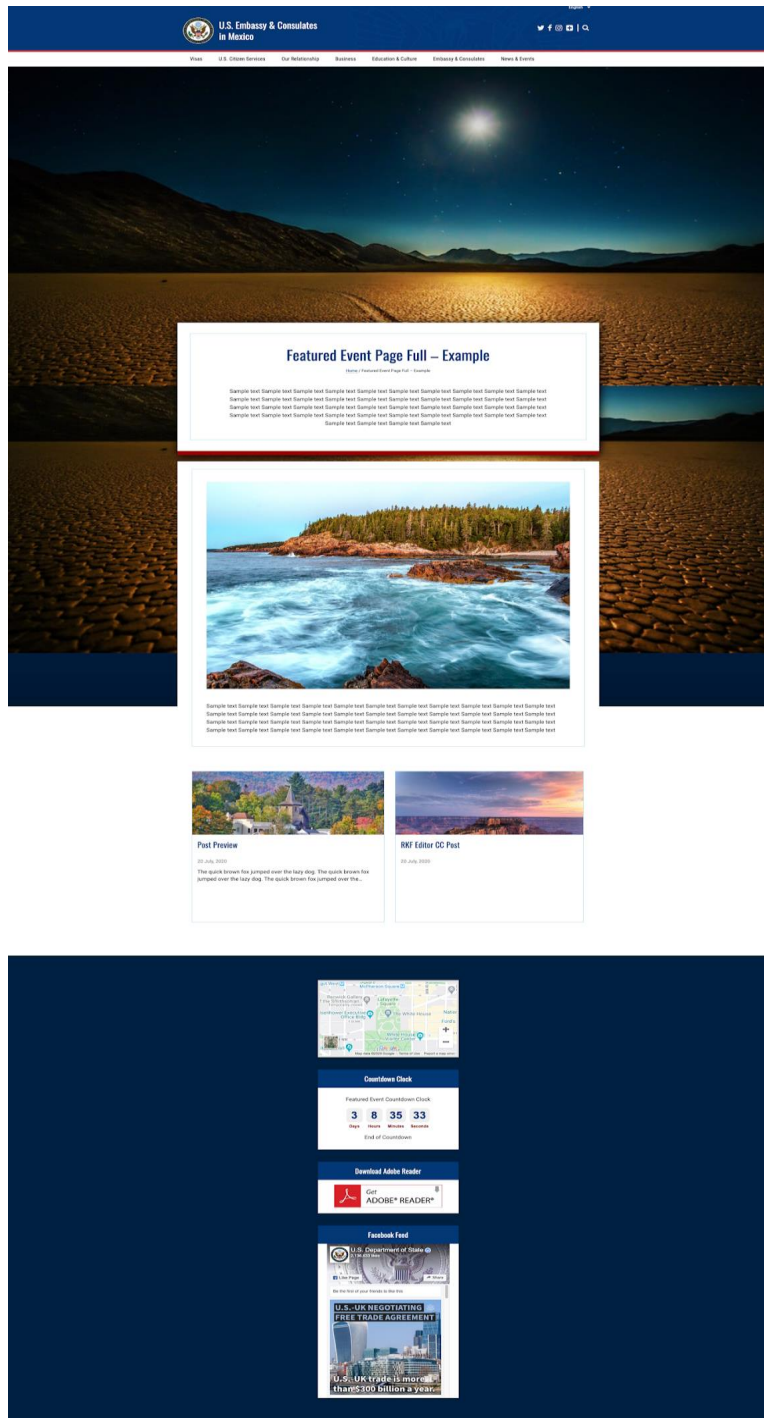
Visitors to the newly re-opened Cuban embassy in Washington on July 20 were enthusiastic about the prospect of expanded contact with the Cuban people. They acknowledged, as did President Obama, the change will take time.

"I believe that American engagement – through our embassy, our businesses, and most of all, through our people – is the best way to advance our interests and support for democracy and human rights," Obama said.

President Obama [announced the normalization](#) of U.S.-Cuba diplomatic relations July 1, saying "Americans want to get to know their neighbors to the south."

John Kerry becomes the first U.S. secretary of state to travel to Cuba in decades when he visits the reactivated U.S. embassy in Havana August 14. Both governments [re-opened long-closed embassies](#) in July.

Featured Event – Each site has the ability to highlight a special event or program with the Featured Event page. It is used in collaboration with Posts and supports a featured image or video. By Categorizing and Tagging Posts appropriately, they will automatically display on this page.



Featured Event Page Full – Same information and process as Featured Event page but with different look and feel. Parallax background image available, sidebar items display




below page and centered text description box along with tagged Posts and featured image or video.


[Visas](#) [U.S. Citizen Services](#) [Our Relationship](#) [Business](#) [Education & Culture](#) [Embassy & Consulates](#) [News & Events](#)

2018 Holiday Calendar

[Home](#) / [Embassy & Consulates](#) / 2018 Holiday Calendar

January


New Year's Day
Monday, January 01



Martin Luther King Day
Monday, January 15


Translation


[Español](#)


February


Anniversary of the Mexican Constitution
Monday, February 05


Presidents' Day
Monday, February 19



March


Benito Juarez's Birthday
Monday, March 19



Holy Thursday
Thursday, March 29



Thursday, March 29
Friday, March 30


May

Mexican Labor Day
Tuesday, May 01


Anniversary of the Battle of Puebla
Saturday, May 05


Mother's Day
Thursday, May 10


Memorial Day
Monday, May 28


Holiday – This template is specifically to spotlight US and in-country holidays. Country Flags are used to designate observance.

U.S. Department of State – GPA/DC/PLT/WB
Last Updated: 08/28/2023

Page | 40

Document Version – 5.7



VisasU.S. Citizen ServicesOur RelationshipBusinessEducation & CultureEmbassy & Consulate(s)News & Events

Study in the U.S.A.

Home | Education & Culture | Study in the U.S.A.



Image Video Page Template Common and Recommended Uses

- This page is currently used for the Study in the USA page and the Travel & Tourism page. It may be used in any section that requires an image-heavy look and feel.
- Limit of 20 content boxes.
- Box Heading Text Limit – 75 characters.
- Box Content Text Limit – Recommend no more than 340 characters.

[Mission Website Platform-Publishing Standards \(PDF 12 MB\)](#)

Learn about unique U.S. higher education opportunities. Our EducationUSA [Your Country] center(s) is/are part of the U.S. Department of State's global EducationUSA network, and offer(s) accurate, comprehensive, and current information to help you and your family navigate the application process and prepare for study in the U.S.



Scholarships

Discover a variety of U.S. government-sponsored [educational and professional exchange programs](#).



Alumni

Join the [International Exchange Alumni Community](#), a website for current and emerging

Translation

Español

Education Links

 [J1 Visa for Exchange Visitors](#)

 [Find an Educational Advising Center](#)

 [Locate a Regional English Language Officer](#)

Suggested For You



Sample Education Post Title



Sample Education Post Title

ShareAmerica Stories

[NASA, citizen scientists solve night-sky mystery called Steve](#)
SHARE.AMERICA.GOV

[Reviving the Kazakh language on Wikipedia](#)
SHARE.AMERICA.GOV

[U.S. supports era of private spaceflight](#)
SHARE.AMERICA.GOV

[Following the Afghan Silk Road with satellites](#)
SHARE.AMERICA.GOV

Image Video – This template has limited space for text, but provides a visual option for displaying content and providing information for visitors. The “Study in the U.S.A.” page is built on an Image Video template.

U.S. Department of State – GPA/DC/PLT/WB
Last Updated: 08/28/2023

Page | 41

Document Version – 5.7



[Visas](#) [U.S. Citizen Services](#) [Our Relationship](#) [Business](#) [Education & Culture](#) [Embassy & Consulate\(s\)](#) [News & Events](#)

Official Reports

[Home](#) | [Our Relationship](#) | Official Reports

More information about [Country] is available from the [Department of State](#) and other sources, some of which are listed below:

- [Human Rights Country Report](#)
You may place a brief description here.
- [International Narcotics Control Strategy Report](#)
You may place a brief description here.
- [International Religious Freedom Report](#)
You may place a brief description here.
- [Trafficking in Persons Report](#)
You may place a brief description here.
- [Country Reports on Terrorism](#)
You may place a brief description here.
- [Country Information Travel Report](#)
You may place a brief description here.

Translation

[Español](#)

Additional Resources

[Child Labor Reports](#)
[Intellectual Property Rights](#)

Listing – Use this template for lists of links that lead to other websites. It can also be used for internal pages. Descriptions can be added to the links; however, images are not used.



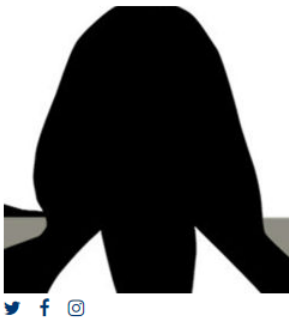
Sample People Page

[Home](#) | [Education & Culture](#) | Sample People Page

People Page Template Common and Recommended Uses

- Useful for Key Officer pages or similar.
- Limit of 20 items.
- Name Title Text Limit – 130 characters.
- Content Text Limit – 2600 characters. (Appears above list of “people”.)

[Mission Website Platform-Publishing Standards \(PDF 12 MB\)](#)



Nancy Smith

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

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People – Useful for brief, key officer bios. This page has character limits for each person included, so it will only support a biography that is brief.



Locations Blurb Sample

[Home](#) / [Locations Blurb Sample](#)

This is a locations sample.

Sample 1



U.S. Sample 1
Philadelphia, PA

[Learn more about U.S. Sample 1](#)

Sample 2



U.S. Sample 2
Washington, D.C.

[Learn more about U.S. Sample 2](#)

Locations Blurb – Use this template to list Embassy related locations with a general description, addresses and embedded maps.

Creating a Page – General Guidelines

There are certain steps necessary to create all pages in WordPress. The basic instructions are the same for all Templates. Each Template also has its own features and requirements, which are detailed later in this section.

To create a new **PAGE**, the user can select to do so from several locations within the interface:

1. **+ NEW>PAGE** in the **HEADER**
2. **PAGES > ADD NEW** in the **MAIN NAVIGATION**.
3. The **ADD NEW** button on the **ALL PAGES** page.

There are six (6) sections that are common for each page. These sections are **TITLE**, **LANGUAGE**, **PUBLISH**, **PAGE ATTRIBUTES**, **SIDEBAR OPTIONS** and **SUGGESTED FOR YOU**.

Title – Like when creating a Post, each page requires a title. Enter the title into the field.

Language - Before creating a page, determine in which Language the Page should display. Note: Most pages are created in English and then translated. If a Page should be created in a Language other than English, select the appropriate Language from the Languages section.

Publish

- a. **Status** – an Editor can select either “Draft” or “Pending Review” – this is determined by the workflow guidelines at each location.
- b. **Visibility** – **Select** one of the following. The default is “Public” and this is the typical visibility for pages and posts.
 - i. Public – Once Published can be viewed by any visitor to the website.
 - ii. **Password Protected – (This feature does not function and should not be used.)**
 - iii. Private – Once published, may only be viewed by the editor.
- c. **Publish immediately** – This may be changed to publish a Page with a date in the past or it may be used to schedule a Page to publish at a particular day and time.
- d. **Yoast SEO Premium**– This provides an overview of the SEO for the Post. Clicking the “Check” button will direct the user to the Yoast section of the page for further guidance. For more detailed information on Yoast and how to best utilize it in the site, please see the appropriate [in-depth overview](#) in this document.
- e. **Public Page Preview** – This feature is only available after a page is saved to draft. It is used to send a preview link of a draft page to another user. Check **ENABLE PUBLIC PREVIEW** box to access the preview link.
NOTE: PREVIEW LINK EXPIRES AFTER 48 HOURS.

Page Attributes – This is the section where a template is chosen, and where the location of the page within the site is set.

1. **Parent** – Clicking the dropdown will display a list of all pages within the site. All new pages should nest under another page – for example a new page about passports could be nested under “Passport Services.” Select the Parent for the page.
2. **Template** – From the dropdown, select the template to be used.
3. **Order** – Under normal circumstances, the Order field can be left at the default of “0”. It is strongly recommended, however, that when creating pagination that the order



be manually set by the user. This is a number starting with one. The lower the number, the higher the item will appear on a list.

Page Expiration: If desired, set an expiration date for the page (page will automatically be removed from the site).

1. **C**heck **ENABLE EXPIRATION** box.
2. **C**omplete **MONTH, DAY, YEAR, HOUR, MINUTE** fields and **S**elect **DRAFT** or **PRIVATE**.

Suggested for You – **S**elect a category related to the page topic to display at the bottom of the page.

To add “Suggested for You”:

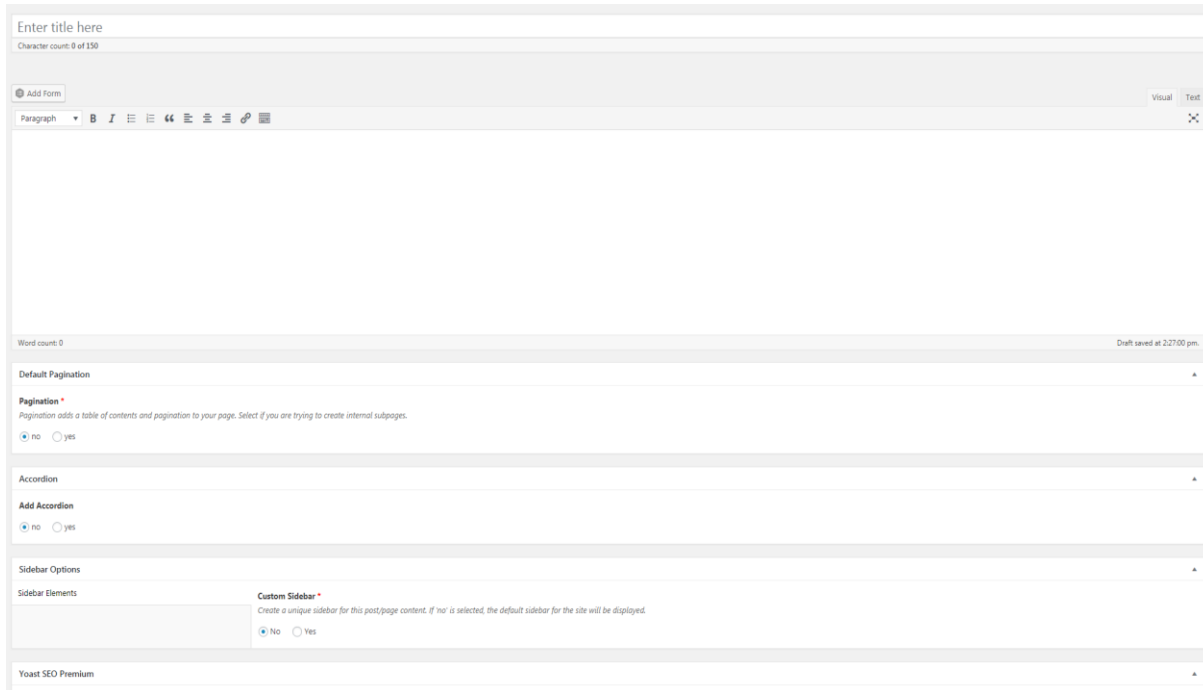
1. **O**pen the desired page in **EDIT**.
2. **S**croll down to the **SUGGESTED FOR YOU** section in the right column.
3. Using the dropdown, **S**elect the desired category.
4. **C**lick **UPDATE**.

Sidebar Options – Only **POSTS** should display the default sidebar. All **PAGES** should have “yes” selected for “Create a unique sidebar for this post/page content.”

1. If a page does not require a sidebar, **C**lick “yes” and do not select any sidebar items.
2. If a page requires a sidebar, **S**elect all of the items that should display by **C**licking the checkbox in front of its name.

Creating a Page – Default Template

The default page is the most common template used within the site. It can display images, an accordion, a sidebar, and embedded video. It can also be created as pagination.



Default Page Template

1. **Complete** all of the steps above, which are common to all templates.
2. **Enter** content for the page in the **VISUAL TEXT EDITOR**. **Format** as required.
3. If **PAGINATION** is required, refer to the detailed instructions on [Creating and Managing Pagination](#).

Accordion

NOTE: ACCORDIONS ARE NOT CURRENTLY CRAWLED BY SEARCH ENGINES. TAKE THIS INTO CONSIDERATION BEFORE USING ACCORDIONS.

1. If the page requires an **ACCORDION**, **Select YES**. The **ACCORDION** feature will expand to allow the first entry:

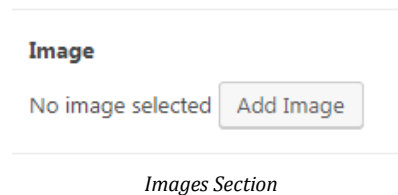


Accordion Feature

- Enter** the desired question or subject for the first rib.
- Enter** the answer or description that should appear when the visitor expands the rib.
- Click** **ADD NEW ACCORDION ITEM** to add a new rib below the current rib. **Click** “+” sign to add a new rib above the one currently selected. **Click** the “-” sign to delete the rib.

- d. To add text below the accordion, **Enter** text in the **CONTENT AFTER ACCORDION** field.
 - e. To create an additional accordion on the page, **Click** **ADD NEW ACCORDION ITEM** and **Check** “Yes” box under **NEW ACCORDION?** field. Then **Enter** a new **TITLE**, **DESCRIPTION** and desired questions and answers in appropriate fields below.
2. If desired, **Insert** images using the **IMAGES** section. **Click** the **ADD IMAGE** button and Select an image from the **MEDIA LIBRARY** or **Upload** a new image.

NOTE: ACCORDION IMAGE SIZE IS 200x400 PIXELS. IMAGES OVER SIZE LIMIT WILL BE SIZED AT 200x400 PIXELS. PHOTOS UNDER SIZE LIMIT WILL DISPLAY AT ORIGINAL DIMENSIONS.



Accordion Panel Linking

Accordion panels can be linked to from any page on the site using anchor tags. When a new accordion is created, each panel is automatically identified as “panel1”, “panel2”, “panel3”, etc. - according to the current order of the accordion. This ID is the anchor tag.

NOTE: IF ACCORDION ORDER IS CHANGED OR NEW RIBS ARE ADDED OR REMOVED, PANEL ID’S COULD CHANGE BASED ON THE CURRENT ORDER OF THE ACCORDION. ANCHOR TAGS SHOULD BE REVIEWED AND UPDATED AS APPROPRIATE.

To link to an accordion panel in body text from:

- **Page containing the accordion:**
 - **Plain Text:** `displaytext`
 - **Visual:** Link using `#panel1`
- **Any other existing page:**
 - **Plain Text :** `displaytext`
 - **Visual:** link using full site address with anchor tag:
`https://mx.pre.usembassy.gov/page#panel1`



For example, the following screenshot displays Accordion panel linking within the same page where #panel1 and #panel2 are used.

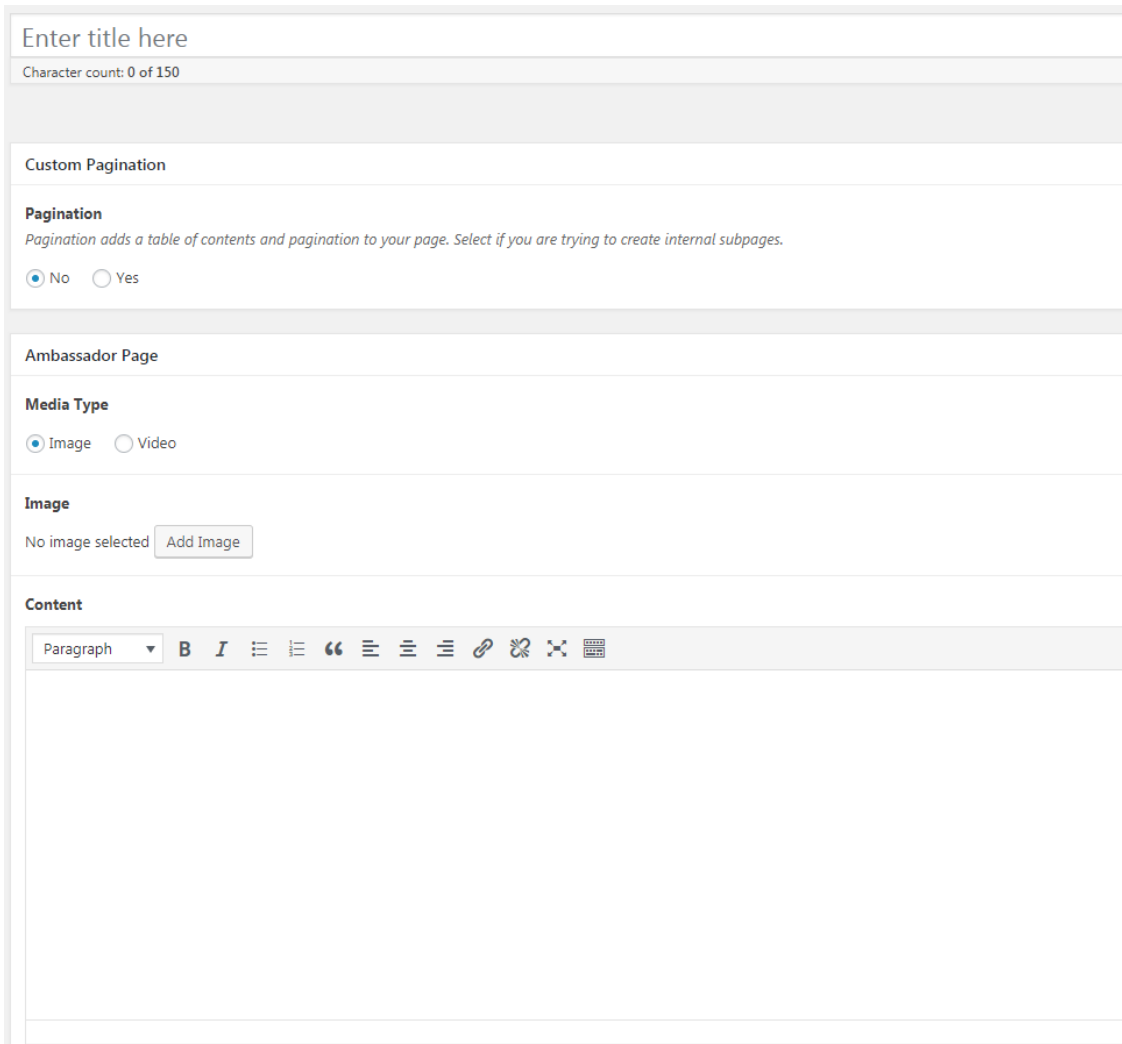
To link Accordion Panel 1 in the screenshot from a different page, use full URL:

<https://mx.pre/usembassy.gov/accordion-example#panel1>

The screenshot shows a website header with navigation links: Visas, U.S. Citizen Services, Our Relationship, Business, Education & Culture, and Embassy & Consulates. Below the header is a section titled "Accordion Example". Under this title is a breadcrumb trail: Home / Accordion Example. Two links are present: "Link to Panel 1 (#panel1)" and "Link to Panel 2 (#panel2)". Below these links is an accordion with two panels: "Accordion Panel 1" and "Accordion Panel 2". Purple arrows indicate that the first link points to the first panel and the second link points to the second panel. At the bottom of the screenshot, the text "Accordion Panel Linking from body text within same page" is displayed.

Creating a Page – Ambassador Template

The Ambassador Template is used to display the biography of key officers such as the Ambassador, Deputy Chief of Mission, or Consul General. If desired, the image can be replaced with a video.



The screenshot shows a web form for creating an Ambassador page. It includes a title field with a character count, a pagination section with radio buttons for 'No' (selected) and 'Yes', a media type section with radio buttons for 'Image' (selected) and 'Video', an image selection area with an 'Add Image' button, and a content editor with a toolbar containing various formatting options like bold, italic, list, quote, link, and table.

Ambassador Page Screen

1. In the **NAME** field, **Enter** the name of the Ambassador or other official.
2. For **MEDIA TYPE**, **Select** **IMAGE** OR **VIDEO**.
 - a. If **IMAGE** is selected, **Click** the **ADD IMAGE** button and **Upload** a new image or **Select** an image from the **MEDIA LIBRARY**.

- b. If VIDEO is selected, **Enter** the URL of the associated YouTube video.
3. In the CONTENT field, **Enter** and **Format** the biography details.
4. If PAGINATION is required, refer to the detailed instructions on [Creating and Managing Pagination](#).

Creating a Page – Featured Event Template

Each site has the ability to highlight a special event or program with the Featured Event page. It is used in collaboration with Posts and supports a featured image or video. By Categorizing and Tagging Posts appropriately, they will automatically display on this page.

Before creating a **FEATURED EVENT** page, the user must **Identify** and **Create** the **TAG** that will be used for all blog posts that should display on the page. This is done by **Creating** and **Saving** or **Publishing** the first Blog Post with the selected **TAG**.

All Posts that should display on a **FEATURED EVENT** page should be categorized as “Featured Event” and should use the **TAG** selected for the event. By doing this, any post that is set up in this way will automatically display in the blogroll that appears on the page.



Enter title here

Character count: 0 of 150

Featured Event Page

Media Type *

☒ Image ☐ Video

Image

No image selected Add Image

Image Link

Image Alt Text

Content *

Paragraph

B ***I***

P

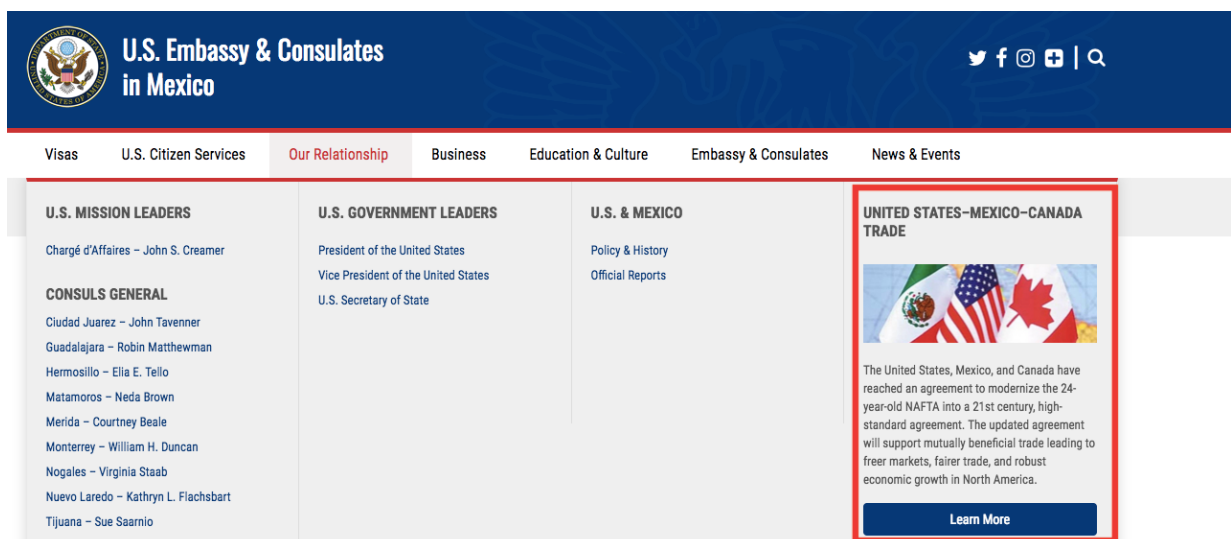
Event Tag

Featured Event Page Screen

1. In the **TITLE** field, **Enter** the name of the event.
2. For **MEDIA TYPE**, **Select** **IMAGE** OR **VIDEO**.



- a. If **IMAGE** is selected, **Click** the **ADD IMAGE** button and **Upload** a new image or **Select** an image from the **MEDIA LIBRARY**.
 - i. If the image should link to a URL, **Enter** the URL in the **IMAGE LINK** field.
 - ii. **Enter** the ALT tag for the image in the **IMAGE ALT TEXT** field.
 - b. If **VIDEO** is selected, **Enter** the URL of the associated YouTube video.
3. In the **CONTENT** field, **Enter** and **Format** a brief description of the event. This field is limited to 2600 characters.
4. **Select** the chosen tag from the dropdown in the **EVENT TAG** field.
5. **Publish** the page.
6. **Contact** the help desk at gpadigitalhelp@state.gov with the following information so that the team in Washington can add your event to the **MEGA MENU**. Do not contact the team until you are ready for the changes to appear on your **LIVE** site.
 - a. **Provide** the name of the Event – No more than 65 Characters.
 - b. **Attach** the Image that should be used in the menu (243 x 115)
 - c. **Provide** a Brief description of the event – No more than 200 Characters.



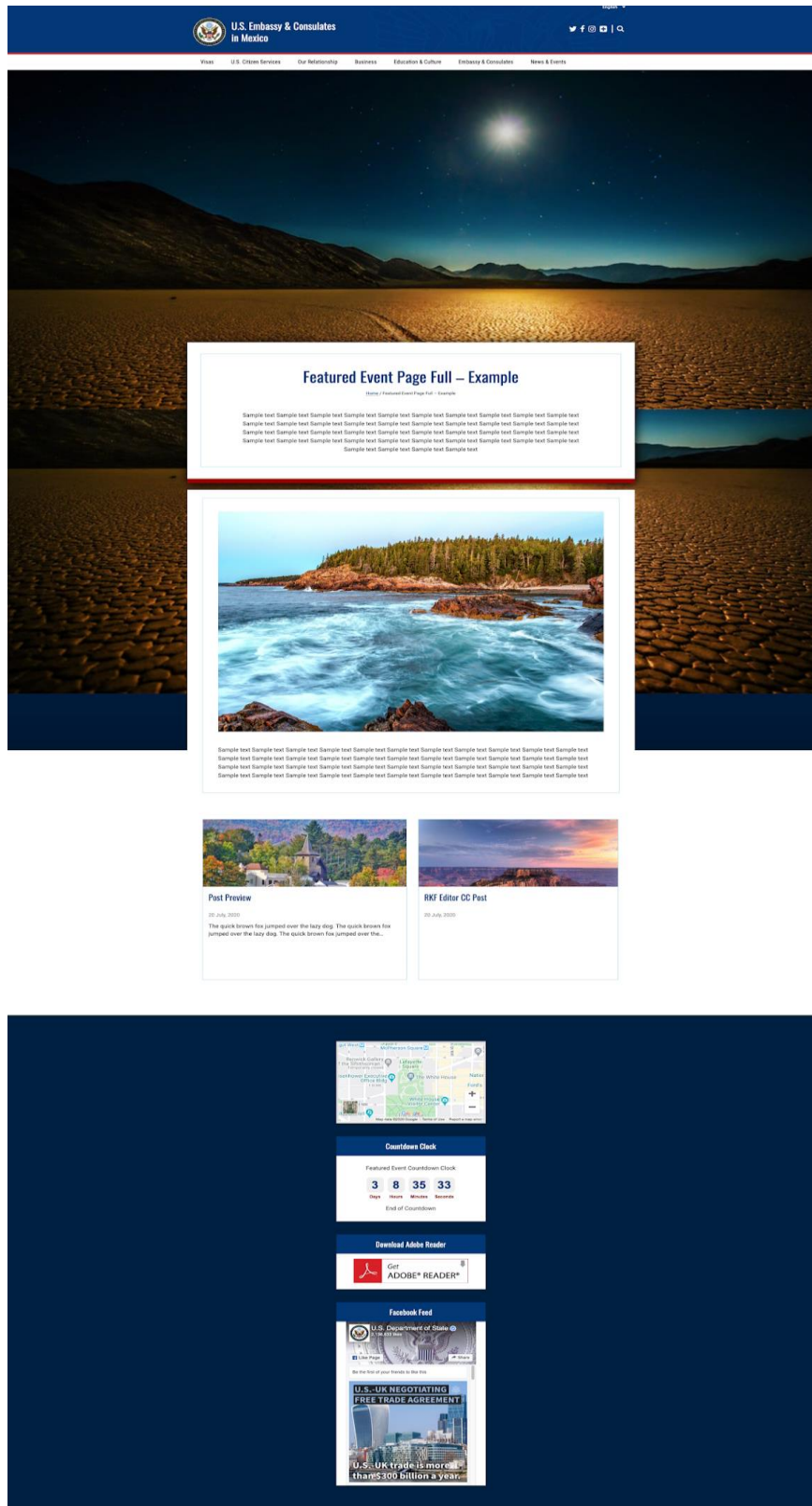
The Featured Event in the Mega Menu

Creating a Page – Featured Event Full Template

The **FEATURED EVENT FULL TEMPLATE** provides the user with a different look and feel option to highlight a featured event. Follow the same basic instructions listed above in the **CREATING A PAGE - FEATURED EVENT TEMPLATE** to create the page and contact gpadigitalhelp@state.gov to add the page to the **MEGA MENU**. **FEATURED EVENT FULL TEMPLATE** offers the following added display elements:

- a. Parallax background image.
- b. Sidebar items display below the page.
- c. Centered content description text.

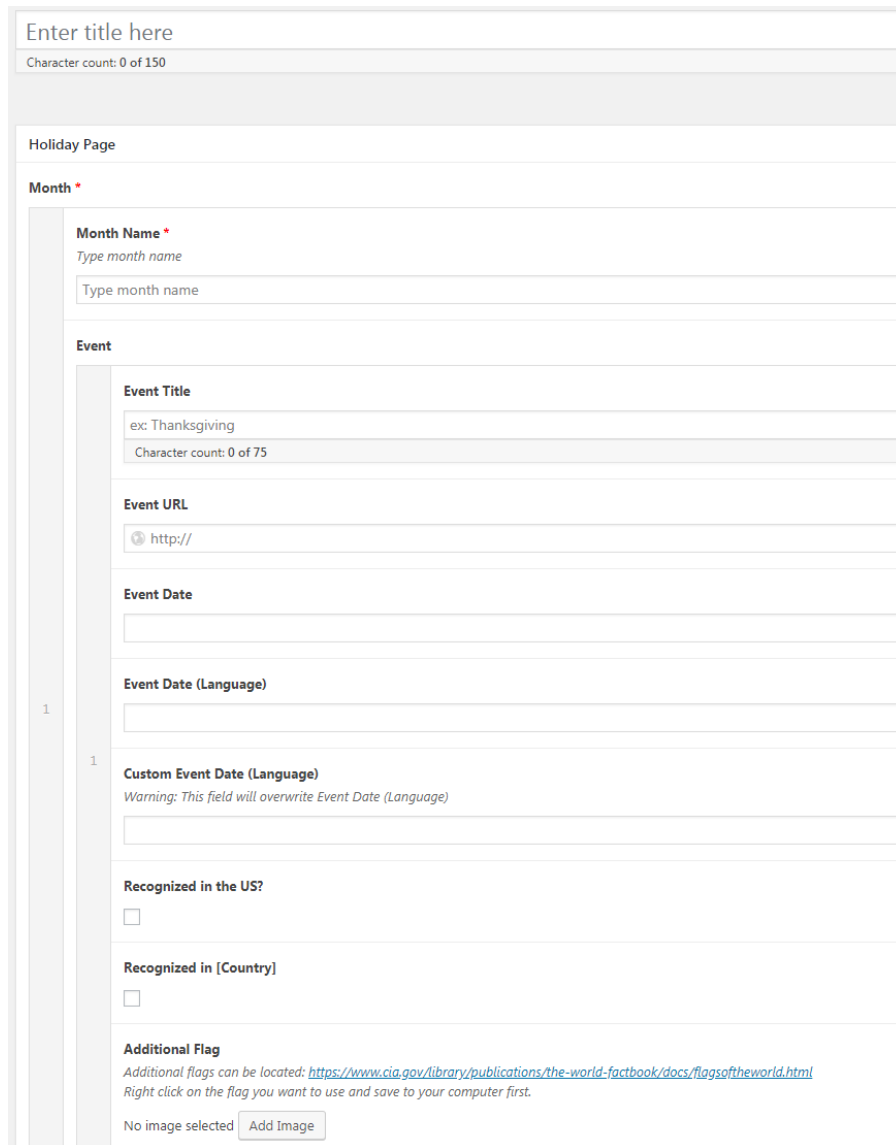
NOTE: SEE NEXT PAGE FOR SCREENSHOT OF FEATURED EVENT FULL PAGE WITH TWO RELATED POSTS AND FOUR SIDEBAR ELEMENTS.



The Featured Event Full Page with 2 Related Posts and 4 Sidebar items.

Creating a Page – Holiday Template

The **HOLIDAY** page is specifically to spotlight US and in-country holidays. Country Flags are used to designate observance. Sidebars do not display on this template.



Enter title here
Character count: 0 of 150

Holiday Page

Month *

Month Name *
Type month name
Type month name

Event

Event Title
ex: Thanksgiving
Character count: 0 of 75

Event URL
http://

Event Date

Event Date (Language)

Custom Event Date (Language)
Warning: This field will overwrite Event Date (Language)

Recognized in the US?
☐

Recognized in [Country]
☐

Additional Flag
Additional flags can be located: <https://www.cia.gov/library/publications/the-world-factbook/docs/flagsoftheworld.html>
Right click on the flag you want to use and save to your computer first.

No image selected Add Image

Holiday Page Screen

1. **Enter** the appropriate month in the **MONTH NAME** field.
2. **Enter** the name of the holiday in the **EVENT TITLE** field.



3. **Enter** the URL in the **EVENT URL** field.
4. **Use** date picker to select holiday date in the **EVENT DATE** field.
5. **Use** date picker to select Language page holiday date in the **EVENT DATE LANGUAGE** field.
6. **Optional for Languages:** **Enter** desired custom date format in **CUSTOM EVENT DATE (LANGUAGE)** field.
NOTE: THIS WILL OVERRIDE THE DATE FORMAT SELECTED (IF ANY) IN THE EVENT DATE LANGUAGE FIELD.
7. **Use** the **RECOGNIZED IN THE US?** and **RECOGNIZED IN [COUNTRY]** check-boxes to **Identify** if the holiday is celebrated in each location.
8. **Add** Additional flags to holiday:
 - a. To add a new flag, **Click** on the “World Factbook” link provided.
 - b. **Click** on a flag and **Right-Click** to save a file to the computer.
 - c. **Click** **ADD IMAGE** under the **ADDITIONAL FLAGS** section.
 - d. **Click** the desired flag and **Click** **SELECT**. **(DON'T FORGET THE ALT TAG!)**
9. **Click** the **ADD NEW EVENT** button for each new holiday for the month.
10. To add a new month, **Click** the **ADD NEW MONTH** button.

Creating a Page – Image Video Template

This Image Video page template has limited space for text, but provides a visual option for displaying content and providing information for visitors. The “Study in the U.S.A.” page is built on an Image Video template. (See image after instructions)

1. **Enter** the page title in the **TITLE** field.
2. **FOR MEDIA TYPE, Select IMAGE OR VIDEO.**
 - a. If **IMAGE** is selected, **Click** the **ADD IMAGE** button and **Upload** a new image or **Select** an image from the **MEDIA LIBRARY**.
 - i. If the image should link to a URL, **Enter** the URL in the **IMAGE LINK** field.
 - ii. **Enter** the ALT tag for the image in the **IMAGE ALT TEXT** field.



- b. If VIDEO is selected, **Enter** the URL of the associated YouTube video.
3. In the CONTENT field, **Enter** and **Format** desired content.
4. **Create** BOX CONTENT:
 - a. **Click** the ADD IMAGE button and **Upload** a new image or **Select** an image from the MEDIA LIBRARY.
 - i. **Enter** the ALT tag for the image in the IMAGE ALT TEXT field.
 - ii. **Enter** the desired title for the content box in the HEADING field.
 - iii. If the image should link to a URL, **Enter** the URL in the LINK URL field.
 - iv. In the BOX CONTENT field, **Enter** and **Format** desired content.
5. To add additional boxes, **Click** the ADD NEW BOXED CONTENT button.



Edit Page [Add New](#)

Permalink: <http://sample2.edit.usembassy.gov/3498-2/> [Edit](#)

Image Video Page ▲

Media Type *
☒ Image ☐ Video

Image
No image selected [Add Image](#)

Image Alt Text *

Image Link

Content *

B *I*

p

Box Content

Image *
No image selected [Add Image](#)

Image Alt Text *

Heading *

Link URL *

Box Content *
1

B *I*

p

[Add New Boxed Content](#)

Image Video Page Screen

If **PAGINATION** is required, refer to the detailed instructions on [Creating and Managing Pagination](#).



Creating a Page – Listing Template

Listing Templates are for lists of links that lead to other websites. They can also be used for internal pages. Descriptions can be added to the links; however, images are not used. (See image after instructions)

NOTE: THIS PAGE IS LIMITED TO 25 LINKS.

1. **Enter** the page title in the **TITLE** field.
2. If a focal image is desired, **Click** the **ADD IMAGE** button.
 - a. **Upload** a new image or **Select** an image from the **MEDIA LIBRARY**.
3. In the **CONTENT** field, **Enter** and **Format** desired content.
4. **Create** the List.
 - a. **Enter** the name of the link in the **LINK TEXT** field.
 - b. **Enter** the link's URL in the **LINK URL** field.
 - c. In the **LINK CONTENT** field, **Enter** a brief description, if desired. Maximum 1300 characters.
5. If additional links are required, **Click** the **ADD NEW LIST ITEM** button.



Edit Page [Add New](#)

Permalink: <http://sample2.edit.usembassy.gov/3498-2/> [Edit](#)

Custom Pagination ▲

Pagination
Pagination adds a table of contents and pagination to your page. Select if you are trying to create internal subpages.
☒ No ☐ Yes

Listing Page ▲

Image
No image selected [Add Image](#)

Content

B *I* [List] [List] [Quote] [Align Left] [Align Center] [Align Right] [Link] [Unlink] [Table] [Table]

P

List *

Link Text *

Link URL *

Link Content

B *I* [List] [List] [Quote] [Align Left] [Align Center] [Align Right] [Link] [Unlink] [Table] [Table]

1

[Visual](#) [Text](#)

[Add New List Item](#)

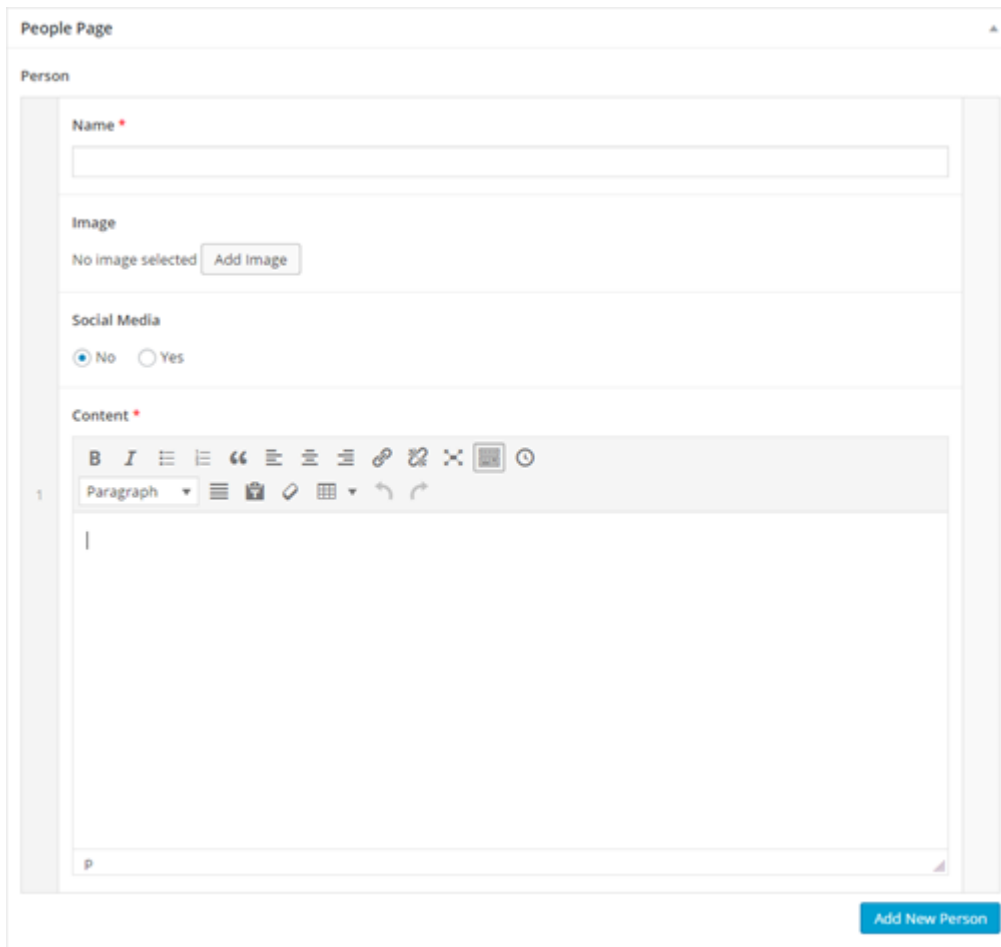
Listing Page Screen

Creating a Page – People Template

The people page template is useful for brief, key officer bios. This page has character limits for each person included, so it will only support a biography that is brief.

NOTE: THIS PAGE IS LIMITED TO 20 PEOPLE.

1. **Enter** the page title in the **TITLE** field.

The screenshot shows a web form titled "People Page". Under the "Person" section, there is a "Name" field with a red asterisk, an "Image" section with "No image selected" and an "Add Image" button, and a "Social Media" section with "No" and "Yes" radio buttons. Below these is a "Content" section with a rich text editor toolbar (including bold, italic, list, link, and image icons) and a text area. A blue "Add New Person" button is at the bottom right.

People Page Screen

2. **Add** People
 - a. **Enter** the name of the individual in the **NAME** field.
 - b. If an image is available, **Click** the **ADD IMAGE** button.
 - i. **Upload** a new image or **Select** an image from the **MEDIA LIBRARY**.

- c. If the individual has personal social media accounts they can be linked by clicking “Yes” in the **SOCIAL MEDIA** field. Enter each type of account’s URL for them to display.
 - d. **Enter** a brief biography for the individual in the **Content** field. (2600 Character count limit).
3. If additional people are desired, **Click** the **ADD NEW PERSON** button.

Creating a Page – Locations Blurb Template

The locations blurb template is used to list Embassy related locations with a general description, addresses and embedded maps.

NOTE: THIS PAGE IS LIMITED TO 20 LOCATIONS.

1. **Enter** the page title in the **TITLE** field.
2. **Add** an overall description for the page using the **TEXT EDITOR**.
3. For each location:
 - a. **Enter** the name of the location in the **HEADLINE** field.
 - b. **Enter** the Google Map embed link in the **MAP OF EMBED** field. (Follow instructions above the field to acquire a proper embed link).
 - c. **Enter** the address of the location.
 - d. **Enter** descriptive link text in the **BUTTON TEXT** field.
 - e. **Enter** a link to more information on the location in the **BUTTON LINK** field.
4. If additional locations are desired, **Click** the **ADD NEW LOCATION** button.



Full Width Location Page

Location

Headline *

U.S. Embassy in [Country]

Character count: 0 of 50

Map oEmbed *

Visit Google Maps. Type in the street address or geographic location and click the Share button. Click Embed Map and select "Medium" and copy the displayed code into the box below.

Character count: 0 of 500

1 **Address ***

Character count: 0 of 250

Button Text *

Character count: 0 of 42

Button Link *

Locations Blurb Page Screen

Using Language Templates

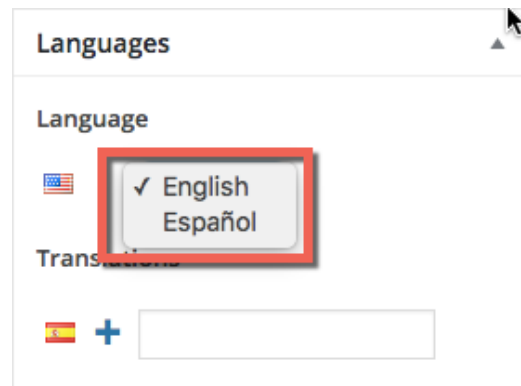
In the new, modernized platform users can manage Language content with ease. Language content may be created as a new Page or Post, or it may be created as a translation of an existing English Language Page or Post.

PLEASE NOTE: INSTRUCTIONS FOR CREATING LANGUAGE CONTENT ARE THE SAME FOR PAGES AND FOR POSTS. FOR INSTRUCTION PURPOSES, GPA HAS PROVIDED THE INSTRUCTIONS FOR CREATING LANGUAGE PAGES.

Creating a New Language Page

At times, a user may have content available in Language only, and not have corresponding English Language content. In this situation, a page or post may be created in the preferred Language. To create a page in Language only:

1. **Click** ADD NEW and **Select** PAGE.
2. In the LANGUAGES selection box, **Click** the dropdown menu next to the American flag.
3. **Select** the Language desired.
4. **Create** the page as normal.



Languages Section of Pages and Posts

PLEASE NOTE: ALL URLS FOR LANGUAGE CONTENT SHOULD BE IN ENGLISH. WHEN CREATING A URL FOR SPANISH LANGUAGE, FOR EXAMPLE, URLS SHOULD CONTAIN ONLY ENGLISH LANGUAGE, SUPPLEMENTED WITH THE LANGUAGE 2 LETTER CODE. FOR EXAMPLE, THE ENGLISH LANGUAGE URL WOULD LOOK LIKE THIS: [HTTPS://SAMPLE2.USEMBASSY.GOV/NEWS-EVENTS/](https://SAMPLE2.USEMBASSY.GOV/NEWS-EVENTS/). THE SPANISH LANGUAGE URL FOR THE TRANSLATED DOCUMENT SHOULD LOOK LIKE THIS: [HTTPS://SAMPLE2.USEMBASSY.GOV/ES/NEWS-EVENTS-ES/](https://SAMPLE2.USEMBASSY.GOV/ES/NEWS-EVENTS-ES/).

Creating a Translation

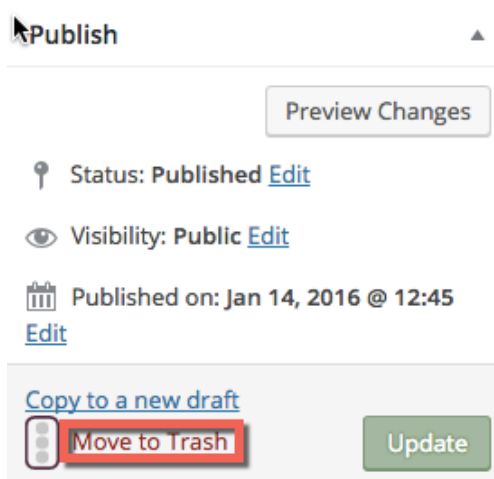
1. **Navigate** to the page to be translated.
2. **Click** EDIT. Each available Language template should appear as a flag in the LANGUAGES selection box.



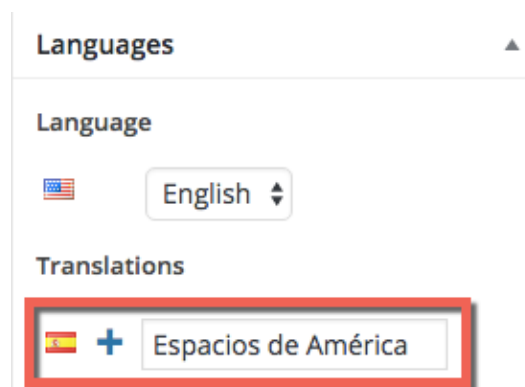
3. **Click** the + **SIGN** next to the desired language to be translated.
4. **Update** the page's content with the appropriate Language. All fields and sidebars must be updated in Language.
5. **Update** the URL so that it appears in English. (See note, above)
6. **Click** **PUBLISH**.
7. **View** the Page. When a translation is created, a one-for-one "Translation" box will appear on both the English and Language version of the page or post.

Deleting a Translation

1. **Navigate** to the page to be deleted.
2. **Delete** the page by **Clicking** the **MOVE TO TRASH** link in the **PUBLISH** box.
3. **Navigate** to the corresponding page (typically the English Language page).
4. In the **LANGUAGE** box, **Delete** the text next to the flag of the Language that was just deleted.
5. **Click** **UPDATE**.



The Move to Trash Link



Delete the text in this box

Sidebars

Overview and General Guidance

Sidebars are used to display the right column content of pages. Each sidebar will display up to eight (8) items. There are many sidebars to choose from, allowing users to customize pages to include supplemental content that is important to their visitors.

To select an item to appear in the sidebar of a page, simply click the checkbox next to the item. All sidebar items can be ordered on the page as the user prefers. Use the Order field to set the number from 1 to 8 (number one will appear at the top).

Adobe Reader

1. **Select** ADOBE READER in the Sidebar Options to add it to the page.
2. **Click** ADOBE READER from the left Sidebar Menu to activate it.

Sidebar Options	
<div> <div>Sidebar Elements</div> <div>Countdown Clock</div> <div>Adobe Reader</div> <div>Shortcodes 1</div> </div>	<div>Download Adobe Reader</div> <div>Adobe Reader is activated</div>

Adobe Reader Sidebar Item

Countdown Clock

1. **Select** COUNTDOWN CLOCK in the Sidebar Options to add it to the page.
2. **Click** COUNTDOWN CLOCK from the left Sidebar Menu to edit the item.
3. **Complete** the following fields:
 - a. HEADING
 - b. CONTENT BEFORE COUNTDOWN
 - c. END MESSAGE
 - d. YEAR (ARROW SELECTOR)
 - e. MONTH (ARROW SELECTOR)
 - f. DAY (ARROW SELECTOR)
 - g. HOUR (ARROW SELECTOR)
 - h. MINUTES (ARROW SELECTOR)



- i. **TIMEZONE (ARROW SELECTOR)**
- j. **CONTENT AFTER COUNTDOWN**

Heading *

Character count: 0 of 60

Event Date Time *

Content Before Countdown

Character count: 0 of 200

End Message *

Enter what you want to display when the target date and time are reached. For example: The event has ended.

Year *

Enter the count down target date YEAR. For example: 2016

Month *

Enter the count down target date MONTH number (January=1 , February=2 , March=3 , April=4 , May=5 , June , July=7 , August=8 , September=9 , October=10 , November=11 , December=12)

Day *

Enter the count down target date DAY.

Hour *

Enter the count down target date HOUR (24 hour clock / Midnight = 0). For example, 11:00PM = 23

Minutes *

Enter the count down target date MINUTE (0 - 59). For example, 12:00 PM = 0

Timezone *

See: https://upload.wikimedia.org/wikipedia/commons/e/e8/Standard_World_Time_Zones.png to find the timezone for your location. (-12 to +12)

Content After Countdown

Character count: 0 of 200

Countdown Clock fields

Dual Clock

1. **Select DUAL CLOCK** in the Sidebar Options to add it to the page.



2. **Click** DUAL CLOCK from the left Sidebar Menu to edit the item.

3. **Complete** the following fields:

- a. **HEADING**
- b. **CONTENT BEFORE DUAL CLOCK (OPTIONAL)**
- c. **CLOCK #1 LOCATION**
- d. **CLOCK #1 TIMEZONE (ENTER NUMBER FROM -12 TO +12)**
- e. **CLOCK #2 LOCATION**
- f. **CLOCK #2 TIMEZONE (ENTER NUMBER FROM -12 TO +12)**
- g. **CONTENT AFTER COUNTDOWN (OPTIONAL)**

Heading *

Character count: 0 of 60

Dual Clock Time

Content Before Dual Clock

Character count: 0 of 200

Clock #1

Location *

Timezone *

See: https://upload.wikimedia.org/wikipedia/commons/e/e8/Standard_World_Time_Zones.png to find the timezone for your location. (-12 to +12)

Clock #2

Location *

Timezone *

See: https://upload.wikimedia.org/wikipedia/commons/e/e8/Standard_World_Time_Zones.png to find the timezone for your location. (-12 to +12)

Content After Dual Clock

Character count: 0 of 200

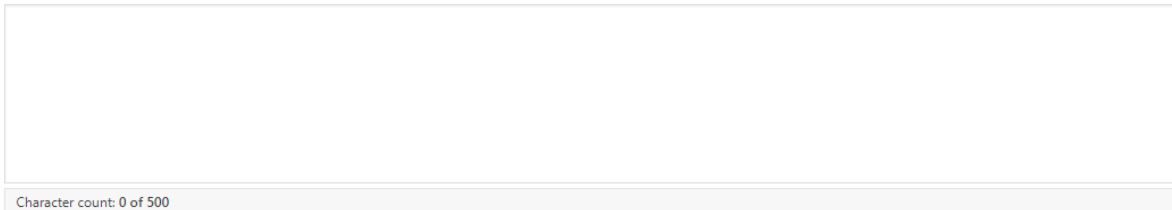
Dual Clock fields

Google Maps

1. **Select** GOOGLE MAPS in the Sidebar Options to add it to the page.
2. **Click** GOOGLE MAPS from the left Sidebar Menu to edit the item.
3. **Enter** the embed code obtained from <http://maps.google.com>. **NOTE: THE ITEM HAS INSTRUCTIONS FOR CREATING EMBED CODE ON THE GOOGLE MAPS WEBSITE.**

Google Maps Embed Code

Visit Google Maps. Type in the street address or geographic location and click the Share button. Click Embed Map and select "Medium" and copy the displayed code into the box below.

A screenshot of a web form for entering Google Maps embed code. It features a large, empty rectangular text box for pasting the code. Below the text box, on the left side, is a small label that reads "Character count: 0 of 500".

Google Maps Sidebar Item

Google Maps Embed in Post/Page Body

Customized Google Maps can be embedded in the main body of pages and posts by following the guidelines below.

Google Maps Creation and Embed Guidelines

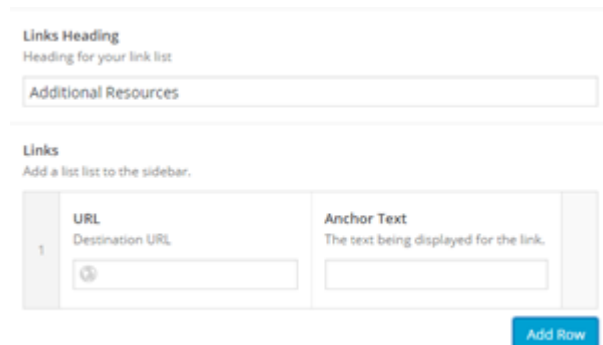
1. **Create** a short descriptive title for the map.
2. **Create** maps to be embedded in Main Body of content with either the **MAP**, **SATELLITE** or **TERRAIN** option.
3. Marker Items (such as pins) should use the same color palette as the Website – Dark Red (165, 39, 20), Navy Blue (26, 35, 126) and Gray (117, 117, 117).
4. To embed the map, **Click** “**EMBED ON MY SITE**”, **Copy** the code and **Paste** into the Main Body of a page or post.

For additional help on creating Google Maps visit <https://support.google.com/mymaps/>

Link List

1. **Select LINK LIST** in the Sidebar Options to add it to the page.
2. **Click LINKS** from the left Sidebar Menu to edit the item.
3. **Enter** the title desired for the sidebar item in the **LINKS HEADING** field.
4. **Click** the **ADD ROW** button.
5. In the **URL** field, **Enter** the complete URL.
6. In the **ANCHOR TEXT** field, **Enter** the text to display.

NOTE: UP TO 10 LINKS MAY BE DISPLAYED. NOTE: USERS MAY USE UP TO 4 INSTANCES OF A LINK LIST IN A PAGE'S SIDEBAR. THE LIMIT ON SIDEBAR ITEMS IS STILL EIGHT (8).



Links Heading
Heading for your link list

Additional Resources

Links
Add a list list to the sidebar.

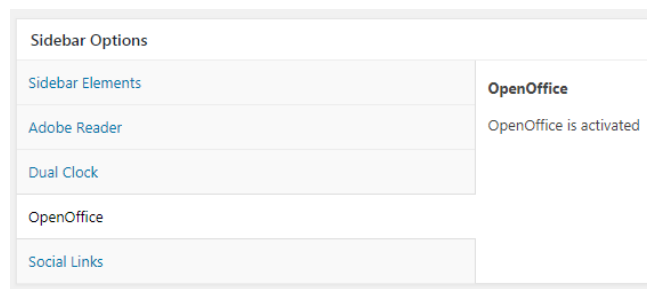
	URL Destination URL	Anchor Text The text being displayed for the link.
1	<input type="text"/>	<input type="text"/>

Add Row

Links Sidebar Item

OpenOffice

1. **Select OPENOFFICE** in the Sidebar Options to add it to the page.
2. **Click OPENOFFICE** from the left Sidebar Menu to activate it.



Sidebar Options	
<div> <div>Sidebar Elements</div> <div> <div>Adobe Reader</div> <div>Dual Clock</div> <div>OpenOffice</div> <div>Social Links</div> </div> </div>	<div>OpenOffice</div> <div>OpenOffice is activated</div>

OpenOffice Sidebar Item



Related Posts

1. **Select RELATED POSTS** in the Sidebar Options to add it to the page.
2. **Click RELATED POSTS** from the left Sidebar Menu to edit the item.
3. **Enter** the title desired for the sidebar item in the **HEADING** field.
4. **Click** the categories and/or tags that should display in the sidebar.

NOTE: TWO RELATED STORIES WILL DISPLAY.

Heading
Enter a header for related posts widget

Suggested For You
Character count: 17 of 60

Categories
Select the categories you would like posts to be displayed from.

- ☐ Agriculture
- ☐ Alert
- ☐ Alumni
- ☐ Ambassador
- ☐ American Spaces
- ☐ Art & Culture
- ☐ Benjamin Franklin Library
- ☐ Business

Tags
Select the tags you would like posts to be displayed from.

- ☐ _RZjByULJfrbxwM712bNOEgkm0LBrVje-McE-Xzeba8
- ☐ "La Barbie"
- ☐ 10 most wanted
- ☐ 2016
- ☐ 4th of July

Related Posts Sidebar Item

RSS Feeds

1. **Select RSS FEEDS** in the Sidebar Options to add it to the page.
2. **Click RSS FEED** from the left Sidebar Menu to edit the item.
3. **Enter** the title desired for the sidebar item in the **HEADING** field.
4. **Enter** the URL for the feed in the **FEED URL** field.
5. In the **SOURCE TEXT** field, **Enter** the name of the RSS Feed source.

Heading

Feeds

	Feed URL	Source Text
1		

Add Row

RSS Feeds Sidebar Item



6. **Click** the **ADD Row** button to add additional feeds. **NOTE: UP TO 4 FEEDS CAN BE USED.**

ShareAmerica RSS Feeds

1. **Select** **SHAREAMERICA RSS FEEDS** in the Sidebar Options.
2. **Complete** the following fields:
 - a. **Heading** – Recommended content is the Topic pulled from ShareAmerica.
 - b. **ShareAmerica Feed URL** – Topic Landing page with /feed/ added to the end of the URL. For example: <https://share.america.gov/theme/theme-about-america/> becomes <https://share.america.gov/theme/theme-about-america/feed/>
 - c. **Watermark** – ShareAmerica

Heading

ShareAmerica Feed

ShareAmerica Feed URL	<input type="text"/>
Watermark on Images	<input type="text"/>

ShareAmerica RSS Feed

To exclude up to 3 keywords from the ShareAmerica Homepage Feed:

1. **Scroll** to **EXCLUDE FEEDS?** and **Select** **YES**.
2. **Enter** a keyword into **EXCLUDE #1** field, and **EXCLUDE #2** and **EXCLUDE #3** fields if desired.



Exclude Feeds?

This will search feeds to exclude from titles and descriptions

☒ Yes ☐ No

Exclude #1

One keyword or phrase only

old

Exclude #2

One keyword or phrase only

new

Exclude #3

One keyword or phrase only

basketball

ShareAmerica RSS Feed



Social Links

1. **Select SOCIAL LINKS** in the Sidebar Options to add it to the page.
2. **Click SOCIAL LINKS** from the left Sidebar Menu to edit the item.
3. **Enter** the URL for each desired Social Media property in the appropriate field.

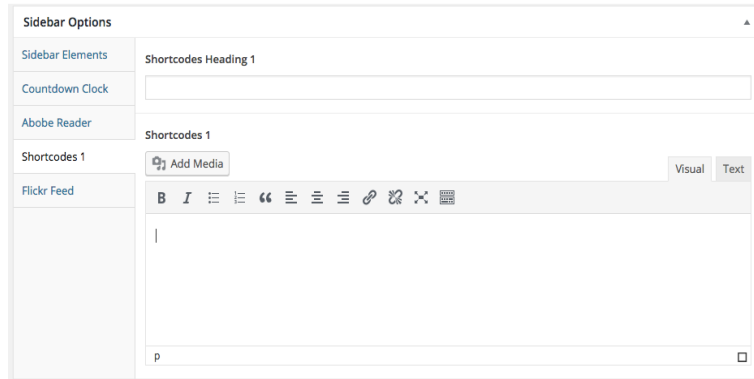
NOTE: CURRENT SM SUPPORTED: TWITTER, FACEBOOK, GOOGLE+, YOUTUBE, VIMEO, FLICKR, INSTAGRAM, PINTEREST, BLOG, PODCAST, LINKEDIN, EMAIL, TUMBLR, STORIFY, SLIDESHARE, KONTATKI, TELEGRAM, SNAPCHAT, MEDIUM, WHATSAPP, YOUKO, LINE, WEIBO, RENREN, QQ, ODNOKLASSNIKI, WECHAT, SOUNCLOUD, GIPHY, IMO AND ZALO.

Twitter URL	<input type="text" value="https://twitter.com/<USERNAME>"/>
Facebook URL	<input type="text" value="https://facebook.com/<USERNAME>"/>
Google+ URL	<input type="text" value="https://plus.google.com/<ID>"/>
YouTube URL	<input type="text" value="https://www.youtube.com/user/<USERNAME>"/>

Social Links Sidebar Item

Shortcodes

1. **Select SHORTCODES** in the Sidebar Options to add it to the page. **NOTE: UP TO FOUR (4) SHORTCODES ARE AVAILABLE.**
3. **Click SHORTCODES** from the left Sidebar Menu.
4. **Enter** heading of Shortcode into **SHORTCODE HEADINGS 1** field.
5. **Enter** shortcode into Shortcodes 1 text editor.



The screenshot shows the 'Shortcodes Sidebar Item' configuration window. On the left is a 'Sidebar Options' menu with 'Shortcodes 1' selected. The main area is divided into two sections: 'Shortcodes Heading 1' with a text input field, and 'Shortcodes 1' which includes an 'Add Media' button, a rich text editor with a toolbar (containing Bold, Italic, Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, Image, and Table icons), and a 'Visual'/'Text' toggle. At the bottom of the text editor is a small 'p' icon and a checkbox.

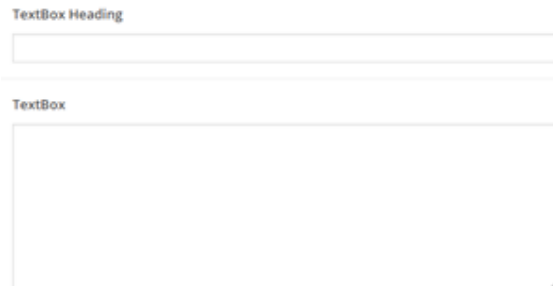
Shortcodes Sidebar Item

Text Box

1. **Select** TEXT BOX in the Sidebar Options to add it to the page.
2. **Click** TEXT BOX from the left Sidebar Menu to edit the item.
3. **Enter** the title desired for the sidebar item in the TEXTBOX HEADING field.
4. **Enter** desired text and/or html code in the TEXTBOX field.

NOTE: THERE IS A LIMIT OF 1300 CHARACTERS IN THE TEXT BOX – THIS INCLUDES HTML CODE.

NOTE: USERS MAY USE UP TO 4 INSTANCES OF A LINK LIST IN A PAGE'S SIDEBAR. THE LIMIT ON SIDEBAR ITEMS IS STILL EIGHT (8).

The screenshot shows a web interface for editing a sidebar item. It consists of two main input fields. The top field is labeled 'TextBox Heading' and is a single-line text box. The bottom field is labeled 'TextBox' and is a larger, multi-line text area. Both fields are currently empty.

Text Box Sidebar Item



TextBox Image

1. **Select** TEXT BOX IMAGE in the Sidebar Options to add it to the page.
2. **Click** TEXT BOX IMAGE from the left Sidebar Menu to edit the item.
3. **Enter** the title desired for the sidebar item in the **HEADING** field.
4. **Click** the **ADD ROW** button.
5. **Enter** the text for the link in the **ANCHOR TEXT** field.
6. **Enter** the URL in the **LINK URL** field.
7. **Click** the **ADD IMAGE** button.
 - a. **Upload** a new image or **Select** an image from the **MEDIA LIBRARY**.
8. **Enter** a more details in the **DESCRIPTION** field, if desired.
9. To add additional links, **Click** the **ADD ROW** button.

NOTE: THERE IS A LIMIT OF 4 TEXT IMAGE LINKS IN THIS SIDEBAR ITEM.

Heading

TextBox Content

Anchor Text	Link URL	Image URL	Description
		No image selected <button>Add Image</button>	

Add Row

Text Box Image Sidebar Item



Textbox Image Full

1. **Select** TEXT BOX IMAGE in the Sidebar Options to add it to the page.
2. **Click** TEXT BOX IMAGE from the left Sidebar Menu to edit the item.
3. **Enter** the title desired for the sidebar item in the **HEADING** field.
4. **Click** the **ADD ROW** button.
5. **Enter** the text for the link in the **ANCHOR TEXT** field.
6. **Enter** the URL in the **LINK URL** field.
7. **Click** the **ADD IMAGE** button.
 - a. **Upload** a new image or **Select** an image from the **MEDIA LIBRARY**.
8. **Enter** a more details in the **DESCRIPTION** field, if desired.
9. To add additional links, **Click** the **Add Row** button.

Heading									
<input type="text"/>									
TextBox Content									
1	<table><tr><td>Anchor Text</td><td><input type="text"/></td></tr><tr><td>Link URL</td><td><input type="text"/></td></tr><tr><td>Image URL</td><td>No image selected <input type="button" value="Add Image"/></td></tr><tr><td>Description</td><td><input type="text"/></td></tr></table>	Anchor Text	<input type="text"/>	Link URL	<input type="text"/>	Image URL	No image selected <input type="button" value="Add Image"/>	Description	<input type="text"/>
Anchor Text	<input type="text"/>								
Link URL	<input type="text"/>								
Image URL	No image selected <input type="button" value="Add Image"/>								
Description	<input type="text"/>								

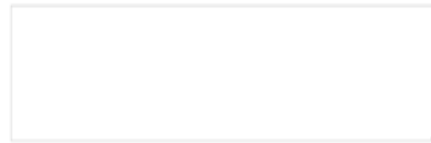
Text Box Image Sidebar Item

NOTE: THERE IS A LIMIT OF 4 TEXT IMAGE LINKS IN THIS SIDEBAR ITEM.

Twitter Feed

1. **Select** TWITTER FEED in the Sidebar Options to add it to the page.
2. **Click** TWITTER FEED from the left Sidebar Menu to edit the item.
3. **Enter** the code generated at Twitter in the TWITTER EMBED CODE field.
4. To generate the code:
 - a. **Navigate to** <https://publish.twitter.com/>
 - b. **Insert** TWITTER URL and **Click** ARROW.
 - c. **Select** EMBEDDED TIMELINE.
 - d. **Copy** code.

Twitter Embed Code



Twitter Feed Sidebar Item

POTUS, VPOTUS, and Secretary Feeds

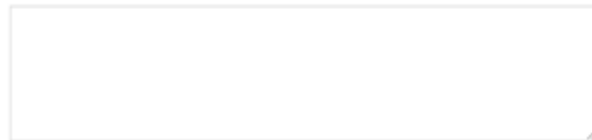
These feeds are automatically created simply by selecting them in the Sidebar Options.

Facebook Feed

7. **Select** FACEBOOK FEED in the Sidebar Options to add it to the page.
8. **Click** FACEBOOK FEED from the left Sidebar Menu to edit the item.
9. Facebook **Page** Embed instructions:
Enter the following code in plain text format replacing the highlighted items with the Facebook page url and Local Title:

```
<div class="fb-page"
data-href="PAGEURL"
data-tabs="timeline" data-
small-header="false"
data-adapt-container-width="true"
data-hide-
cover="false"
data-show-facepile="true
style="width:100%"><blockquote
cite="PAGE-URL" class="fb-xfbml-
parse-ignore"><a href="PAGE-
URL">TITLE</a></blockquote></div>
```

Facebook Embed Code



Facebook Feed Sidebar Item

Facebook Individual Post Embed

1. **Enter** the following code in plain text format replacing the highlighted items with the Facebook page url and Local Title:

```
<div class="fb-post" data-href="POST-URL" data-width="auto" style="width:100%" data-show-text="true"><blockquote cite="POST-URL" class="fb-xfbml-parse-ignore">Posted by <a href="POST-URL">TITLE</a></blockquote></div>
```

NOTE: TO ACQUIRE THE FACEBOOK POST URL, RIGHT CLICK ON THE POST DATE AND COPY LINK LOCATION.

Instagram Feed

1. **Select** INSTAGRAM FEED in the Sidebar Options to add it to the page.
2. **Click** INSTAGRAM FEED from the left Sidebar Menu to edit the item.
3. **Enter** the code generated by Instagram in the **INSTAGRAM EMBED CODE** field.

Instagram Embed Code

Instagram Feed Sidebar Item

An Instagram photo may be embedded in the sidebar, provided that the photo has the embed option available. To find out: **Click** the “...” at the bottom of the photo to embed.



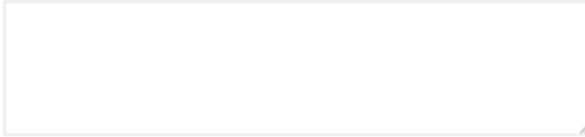
Sample of Instagram Embed Process

An embed option will display, if available. **Copy** and **Paste** the embed code into the Instagram Sidebar Item.

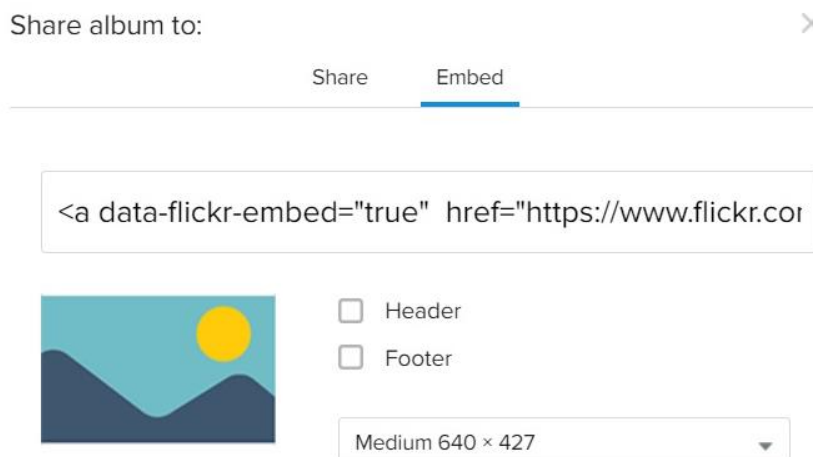
Flickr Feed

1. **Select** **FLICKR FEED** in the Sidebar Options to add it to the page.
2. **Click** **FLICKR FEED** from the left Sidebar Menu to edit the item.
3. **Add** the following code in the **FLICKR EMBED CODE** field based on the Share Style selected:
 - a. **No Header or Footer:** No additional code required. Skip to **Step 4**.
 - b. **Header and Footer:**
`<style>.widget-flickr-feed .video-container {padding-bottom: 100%;}</style>`
 - c. **Header:** `<style>.widget-flickr-feed .video-container {padding-bottom: 90%;}</style>`
 - d. **Footer:** `<style>.widget-flickr-feed .video-container {padding-bottom: 70%;}</style>`
4. **Enter** the code generated by Flickr in the **FLICKR EMBED CODE** field behind the code entered in Step 3. **NOTE: CODE WILL AUTOMATICALLY CHANGE BASED IF HEADER, FOOTER, BOTH OR NONE ARE SELECTED.**

Flickr Embed Code



Flickr Feed Sidebar Item



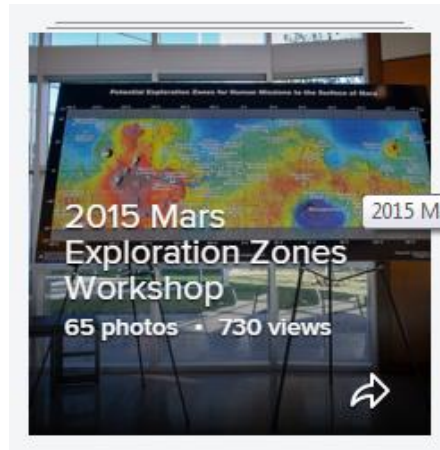
Sample of Flickr embed HTML code with Header and Footer options

For example: The complete code for a Flickr Embed with “header” selected will appear as:

```
<style>.widget-flickr-feed .video-container {padding-bottom: 90%;}</style>
<a data-flickr-embed="true" data-header="true" data-footer="false"
href="https://www.flickr.com/photos/142865810@N04/albums/72157668418942062/"
title="Test album"></a><script async
src="//embedr.flickr.com/assets/client-code.js" charset="utf-8"></script>
```

Flickr Album Embed:

A Flickr album may be embedded if the album was created with that option available. To determine if the album has embed code: **Mouse over** the album and **Click** the arrow swoosh in the bottom right corner:



Sample of Flickr album embed arrow

Follow the same instructions above to embed the album in the **FLICKR SIDEBAR ITEM**.

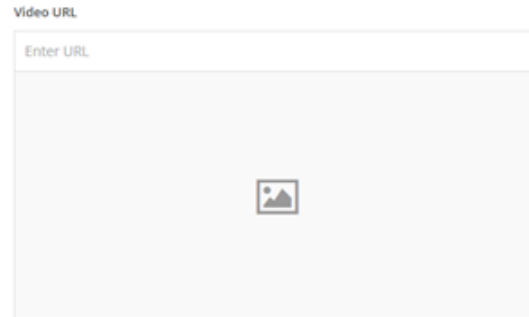
Flickr galleries can also be embedded on the body of pages by editing the Flickr album URL to include “/show” at the end of the URL.

For Example:

<https://www.flickr.com/photos/152338127@N06/sets/72157678760477731/show>

Video

1. **Select VIDEO** in the Sidebar Options to add it to the page.
2. **Click VIDEO** from the left Sidebar Menu to edit the item.
3. **Enter** the URL from YouTube or Vimeo in the **VIDEO URL** field.

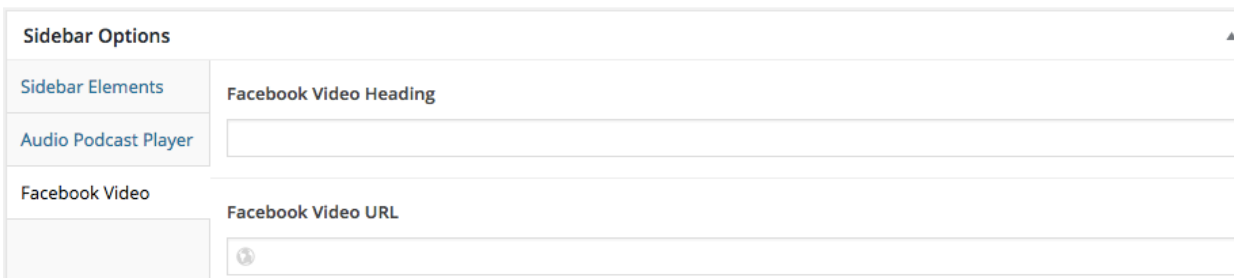


Video Sidebar Item

Facebook Video Sidebar Element / Embed

To embed a Facebook video in a post or page sidebar:

1. **Select FACEBOOK VIDEO** from **SIDEBAR OPTIONS**.
2. **Enter** a title in the **FACEBOOK VIDEO HEADING** field to display above the embedded video.
3. **Enter** the URL of the Facebook video in the **FACEBOOK VIDEO URL** field.



Facebook Video Sidebar fields.

Podcast/Audio Sidebar Element

To embed a Podcast player in a post or page sidebar:

1. **Select AUDIO PODCAST PLAYER** from **SIDEBAR OPTIONS**.
2. **Enter** a title in the **HEADING** field. **(REQUIRED)**
3. **Enter** the podcast or audio URL in the **AUDIO PODCAST PLAYER URL** field.
4. If desired, **Enter** text to display above and below the audio player in the **CONTENT ABOVE** and **CONTENT BELOW** fields. **(OPTIONAL)**



Audio Podcast Sidebar fields.

Embed Youku Video in Post/Page Body or Shortcode

1. Beneath the desired video, **C**opy the **HTML CODE** URL.
2. **R**eplace “[http://](#)” with “[https://](#)” at the beginning of the URL.
3. **S**et **WIDTH** to 100%.
4. **S**et **HEIGHT** to 400 for Post/Page body embed and 200 for Shortcode embed.

For example:

Post/Page Body:

```
<embed src="https://player.youku.com/player.php/sid/XMTg30TE1MDU3Mg==/v.swf"
type="application/x-shockwave-flash" width="100%" height="400"
align="middle"></embed>
```

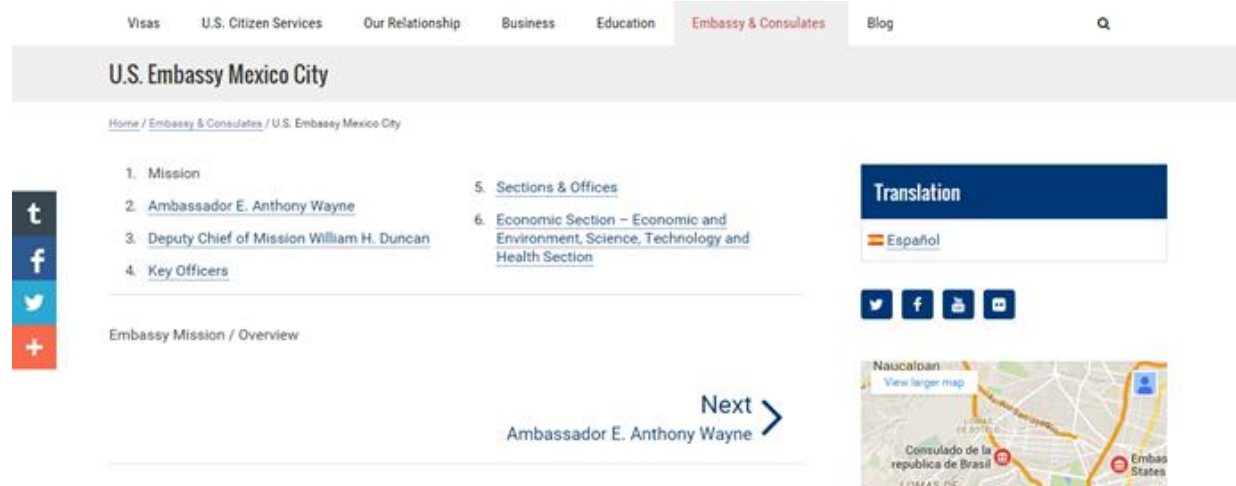
Shortcode:

```
<embed src="https://player.youku.com/player.php/sid/XMTg30TE1MDU3Mg==/v.swf"
type="application/x-shockwave-flash" width="100%" height="200"
align="middle"></embed>
```

5. **F**ollow standard procedure to create Post, Page or Shortcode.

Creating and Managing Pagination

Modernized websites do not make use of left navigation. This functionality has been replaced with Pagination. Pagination is optimized for mobile users, giving them two choices on navigating through related content: Directly tapping the link in the table of contents, or using the “next” and “previous” areas of the page to scroll through the content.



Example of Pagination

Under normal circumstances, web managers in the field should not need to create new pagination sections. Because most of the page content in the site is static, nearly all of the pagination should already be available. However, if a new pagination section is required, it is important to follow all of the steps below to ensure that it is created correctly.

Before creating pagination within the website, it is important that users understand how this feature works.

Pagination consists of a Parent page and Child Pages and is used with the Default Page template. In order for pagination to work properly, it must be set up in a very particular way.



Creating Pagination

The first step in creating a new pagination is to select “Yes” in the Default Pagination section in the Edit Page screen. This section appears directly below the Content box.

Default Pagination ▲

Pagination *

Pagination adds a table of contents and pagination to your page. Select if you are trying to create internal subpages.

☒ no ☐ yes

Default Pagination Section

If yes is selected, the Hierarchy section will display. This is where the user determines if the page being created is the Parent page of the Pagination Section, or if it is a Child page.

Default Pagination ▲

Pagination *

Pagination adds a table of contents and pagination to your page. Select if you are trying to create internal subpages.

☐ no ☒ yes

Hierarchy *

Select whether this page is the parent or child of your pagination.

☒ Parent Page ☐ Child Page

Hierarchy Section

First, the Parent Page must be created.

1. In the **HIERARCHY** section, **Select** yes.
2. **Create** the Page as desired.
3. When creating a **PAGINATION** section, the Parent page must be published. In the **PUBLISH** section, **Set** the page visibility to **PASSWORD PROTECTED**, **Assign** a simple password, and **Publish**.
4. In the **PUBLISH** section, **Hold** the CTRL key and **Click** the **COPY TO A NEW DRAFT** link. The new page should open in a new browser tab. Do not close the tab with the Parent Page.

- a. In the **YOAST SEO PREMIUM** section at the bottom of the page, **Open** the **ADVANCED** tab and **Paste** the URL of the Parent page into the **CANONICAL URL** field.
5. **Publish** the page.

Add Child Pages

All Pagination sections must have at least two Child pages to work properly. If there are no child pages, or only one child page, the user will see a warning:

Requirement: You must have at least two child page associated to this parent in order for the table of contents to appear. This message will disappear once you meet the requirement.

Warning Message

To create additional child pages:

1. **Create** a **NEW PAGE**.
2. **Complete** the following:
 - a. **Select** Yes for **PAGINATION**.
 - b. In the **PAGINATION** section under **HIERARCHY**, select “Child Page”.
 - c. In the **PAGE ATTRIBUTES** section:
 - i. **Select** the Parent page from the dropdown.
 - ii. **Set** the **ORDER** to the number in which the page should appear – this should be a number between 1 and 10.
3. **Publish** the page.
4. **Repeat** as necessary for each new page.

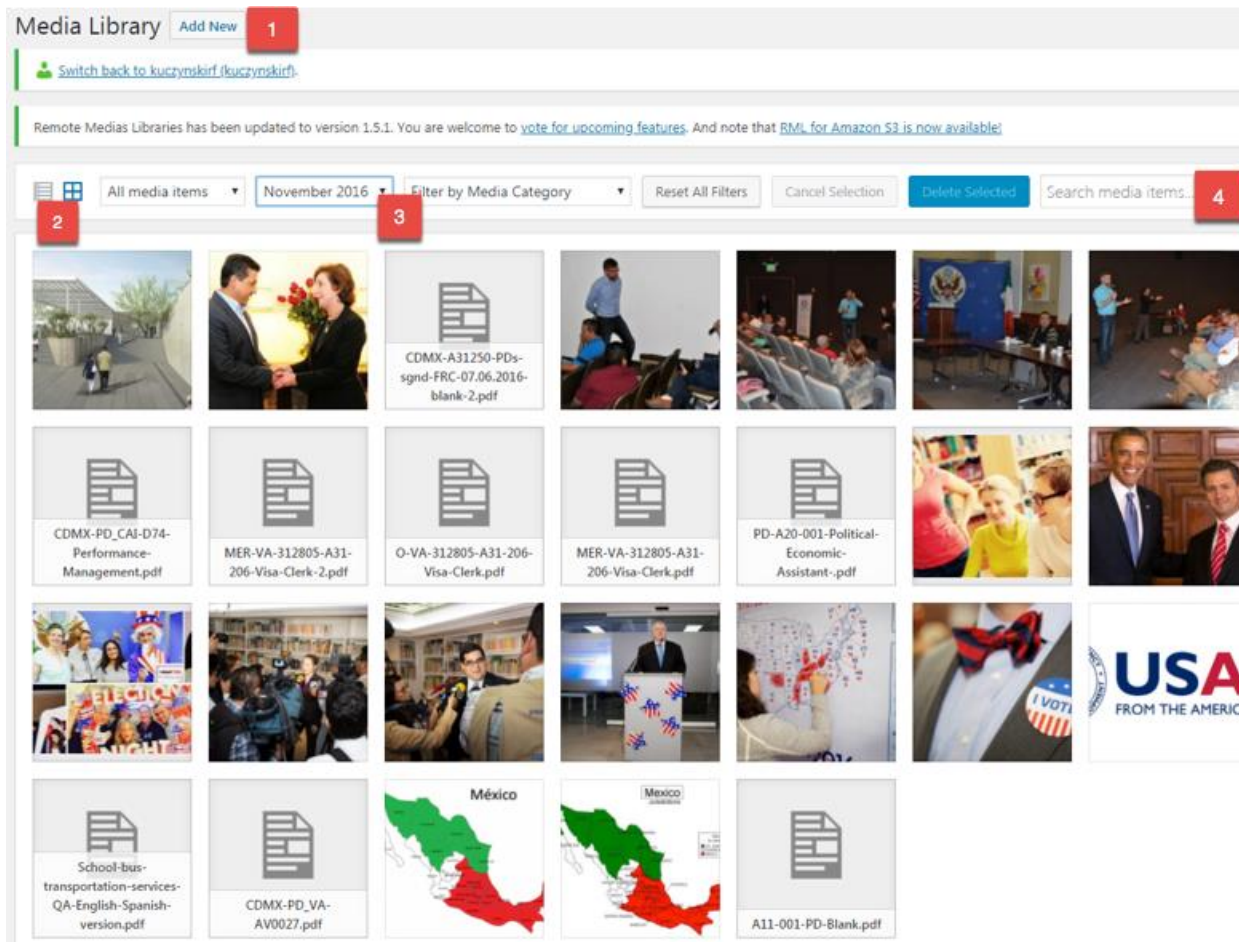
To make the Pagination section visible to the public, **Edit** the Parent Page and **Change** the **VISIBILITY** to Public. **Click** the **UPDATE** button.



The Media Library

Overview

The Media section provides users with the ability to View, Add, Edit, or Delete media in the Media Library. The Media menu provides user's access to the Media Library and the Add New option.






Media Library – Grid View

1. Add a New File.
2. Toggle between List and Grid View.



3. Select batches of Media to display.
4. Search – Allows a search of all media terms.

The screenshot shows the Media Library interface. At the top, there's a 'Media Library' header with an 'Add New' button. Below it, a message indicates a switch back to a specific user profile. A notification bar states that Remote Media Libraries have been updated to version 1.5.1. The main area features a filter bar with options for 'All media items', 'All dates', and 'Filter by Media Category', along with 'Filter' and 'Reset All Filters' buttons. Below the filter bar is a 'Bulk Actions' dropdown and an 'Apply' button. The table below has columns for 'File', 'Author', 'Media Categories', 'Uploaded to', and 'Date'. It lists three media items, each with a thumbnail, a title, an author, and an upload date.

File	Author	Media Categories	Uploaded to	Date
<input type="checkbox"/>  A/JF Video Post ajf-video-post-1.jpg	ferrantinoa	—	A/JF Video Post Detach	15 mins ago
<input type="checkbox"/>  A/JF Video Post ajf-video-post.jpg	ferrantinoa	—	A/JF Video Post Detach	17 mins ago
<input type="checkbox"/>  A/JF Video Post auto-draft-17.jpg	ferrantinoa	—	A/JF Video Post Detach	19 mins ago

Media Library – List View

The List View for the Media Library provides more “at a glance” information for the user. The author, pages/posts to which the media is attached, the language for which the media is available and the date it was uploaded can all be viewed directly from the Media Library screen with this View.

Add Media Categories

Add Media Category to Library

1. **Navigate** to **MEDIA > MEDIA CATEGORIES**.
2. In the **NAME** field, **Enter** the name of the category to be created.
3. **Skip** the **SLUG** field.
4. In the **PARENT** dropdown, **Select** a parent category, if desired.
5. **Click** **ADD NEW MEDIA CATEGORY**.

Users may choose to have broad categories for sections of the website with sub-categories that are more specific. For example, in the image below, Education & Culture is a parent category, with YSEALI as a subcategory.



Media Categories

Screen Options ▾

Search Media Categories

Add New Media Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent
Education and Culture ▾

Description

The description is not prominent by default; however, some themes may show it.

Add New Media Category

Thank you for creating with WordPress.

Version 4.4.2

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Education and Culture		education-culture	0
<input type="checkbox"/>	— YSEALI		yseali	0

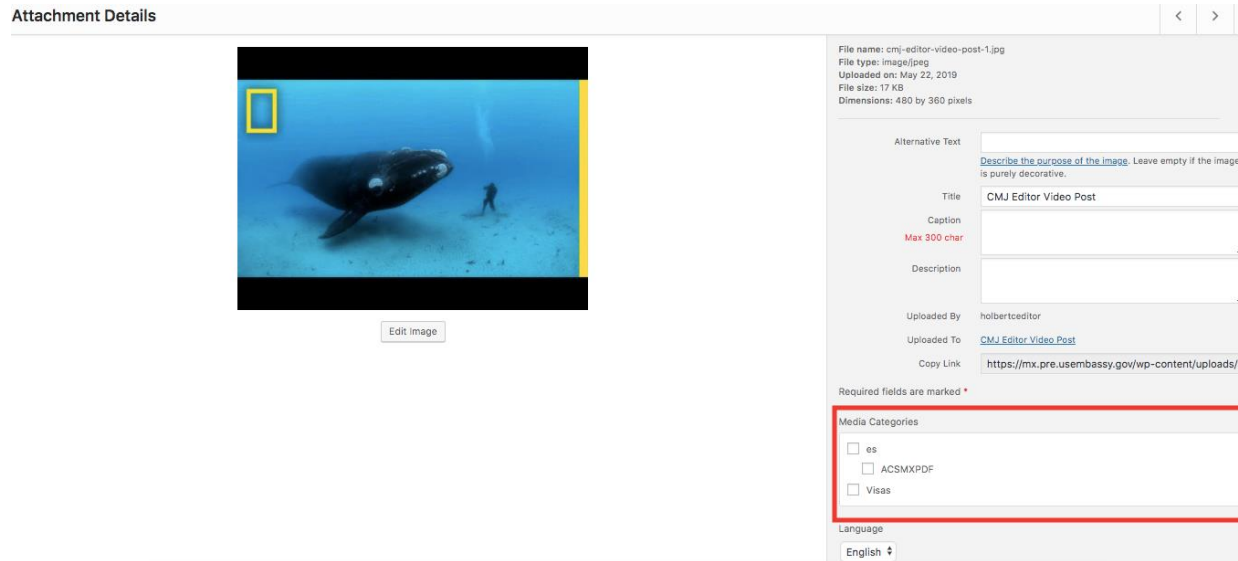
Media Library Categories

Add a Category to an Existing Media File

1. **Navigate** to **MEDIA > LIBRARY**.
2. **Locate** the image to edit.
3. **Click** the edit icon over the image to open it in the editor.
4. On the right side of the edit screen is a section titled **MEDIA CATEGORIES**. This section may appear at the bottom of the page, users may drag the box into whatever position on the right side of the page that they choose.
5. **Select** the appropriate **CATEGORY** for the image.
6. **Click** **UPDATE**.



Attachment Details



File name: cmj-editor-video-post-1.jpg
File type: image/jpeg
Uploaded on: May 22, 2019
File size: 17 KB
Dimensions: 480 by 360 pixels

Alternative Text
[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title
CMJ Editor Video Post

Caption
Max 900 char

Description

Uploaded By
holbertceditor

Uploaded To
[CMJ Editor Video Post](#)

Copy Link
<https://mx.pre.usembassy.gov/wp-content/uploads/>

Required fields are marked *

Media Categories

☐ es
☐ ACSMXPDF
☐ Visas

Language
English

Media Categories Section (Moved to top of screen)

Add a Category to a New Image

1. **Upload** the image.
2. **Edit** the image.
3. **Select** the appropriate **CATEGORY** and **Complete** the remaining fields.
4. **Click UPDATE.**

Viewing Categories to Locate Images

1. **Navigate** to **MEDIA > LIBRARY.**
2. In the **FILTER** section of the page, **Click** the **FILTER MEDIA BY CATEGORY** dropdown.
3. **Select** the **CATEGORY** to display.
4. **Click FILTER.**

Library [Add New](#) Screen Options Help

All (794) All dates **Filter by Media Category** Filter Reset All Filters

Filter by Media Category
— All Media Categories —
— Not in Media Category —
Education and Culture
YSEALI

Bulk Actions Apply

Search

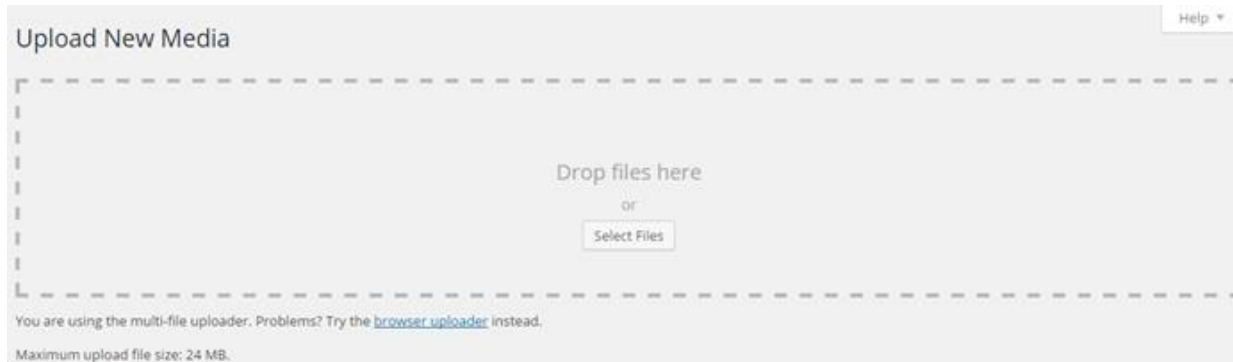
794 items 1 of 40



Filter by Category

NOTE – CATEGORIES USED IN THE MEDIA LIBRARY ARE NOT VISIBLE TO VISITORS ON THE WEBSITE. THIS IS A TOOL DESIGNED FOR INTERNAL USE ONLY.

Uploading a File



Example of the Media Upload Screen

Files are uploaded to the Media Library via the Upload New Media interface. Users may upload images in one of two ways:

1. **Click** the **SELECT FILES** button and use the desktop's Open window to **Locate** and **Select** files for upload.
2. **Locate** the files on the desktop and **Select** the files to upload. **Drag** them to the **DROP FILES HERE** area of the interface.

Editing a File


Once files have been uploaded, they must be edited to ensure that they are Section 508 compliant and that they appear properly within the website.

Edit Image Details

1. **Locate** the image to edit in the **MEDIA LIBRARY**.
2. **Select** the image and the **ATTACHMENT DETAILS** screen appears.
3. **Edit** the fields as required.



Attachment Details



Edit Image

File name: cmj-editor-video-post-1.jpg
File type: image/jpeg
Uploaded on: May 22, 2019
File size: 17 KB
Dimensions: 480 by 360 pixels

Alternative Text
[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title
CMJ Editor Video Post

Caption
Max 300 char

Description

Uploaded By
holberteditor

Uploaded To
[CMJ Editor Video Post](#)

Copy Link
<https://mx.pre.usembassy.gov/wp-content/uploads/>

Required fields are marked *

Media Categories

☐ es
☐ ACSMXPDF
☐ Visas

Language
English

Attachment Details Screen

1. **Alternative Text** – this field must be complete. Remember ALT text is not the same as a caption. It’s a description of what the visitor actually sees. In this example, “Logo” would be an appropriate ALT tag.
2. **Title** – This defaults to the Filename of the image uploaded. It can be changed by the user, if desired.
3. **Caption** – This field must be complete. **Insert** the image’s caption here. Captions must be no longer than 300 characters.
4. **Description** – Useful for SEO. Users may use this field, if desired, to enter additional information about the photo.
5. **Uploaded By** – The user that uploaded the media.
6. **Uploaded To** – Everywhere in the site that the image is being used.
7. **Copy Link** – Do not edit this field, it is set by the system and should not be changed. A user may copy this URL for manual insertion into a text box if required.
8. **Media Categories:** Select Media Categories to associate with image.



9. **Language:** Which Language is represented by the image. For Example, If the image is uploaded in Spanish, all Captions, ALT Tags and Description information must be in Spanish.

Edit Image

By clicking the Edit Image button, a user may make inline edits to the image. We strongly recommend editing and cropping all images before upload. However, if the user wishes, the image may be edited within WordPress.



Edit Image Options

- The image may be rotated or flipped.
- The image may be scaled – the user may proportionally scale the original image. For best results, scaling should be done before cropping, flipping, or rotating. Images can only be scaled down, not up.
- The image may be cropped - To crop the image, click on it and drag to make your selection.
 - Crop Aspect Ratio - The aspect ratio is the relationship between the width and height. The user can preserve the aspect ratio by holding down the shift key while resizing the selection. Use the input box to specify the aspect ratio, e.g. 1:1 (square), 4:3, 16:9, etc.
 - Crop Selection - Once the user has made their selection, they can adjust it by entering the size in pixels. The minimum selection size is the thumbnail size

as set in the Media settings.

- **Click** the **SAVE** button to confirm and accept changes to the image.

Flickr Integration

To use photos from GPA Flickr account:

1. **Click ADD MEDIA** button from desired post or page **EDIT** mode.
2. **Click INSERT GPA FLICKR** link on the left to access photos.

NOTE: FLICKR IMAGES CAN BE USED AS FEATURED IMAGES, BUT MAY NOT DISPLAY CORRECTLY IN THE MEGAMENU OR THE BLOGROLL. USE WITH CAUTION!

Add a Local Flickr Library

To add a Local Flickr Library:

1. **Open** a new tab and **Log into** the **FLICKR ACCOUNT** that will be added.
2. **Navigate** to **MEDIA > REMOTE LIBRARIES > ADD NEW**.
 - a. **Name:** COUNTRY FLICKR. For Example: “Mexico Flickr”.
 - b. **Service Selection:** FLICKR PRO.
 - c. **API Key:** 83e7a252567e8e7cd1a955ed6ad461d4
 - d. **API Secret:** e1094c3d25c6d437

Click the **VALIDATE** button.

Image Requirements

Supported File Types

NOTE: THE MAXIMUM SIZE OF ANY IMAGES OR VIDEO IS 24 MEGABYTES.

- .jpg / .jpeg (Joint Photographic Experts Group)
- .png (Portable Network Graphics)
- .gif (Graphics Interchange Format)

Photo Sizes

Photo sizes within the Mission Website Platform vary depending on their purpose. The following are features that require a specific image size and their requirements:

Pages

1. Home Page Slider – 1140 x 440 pixels, minimum.
2. Default Template Image One – 450 pixels, minimum height.
3. Default Template Image Two – 200 x 200 pixels, minimum.
4. Ambassador Template – No minimum required, recommend at least 200 pixels wide.
5. Featured Event Page – 750 x 450 pixels, minimum.
6. Image / Video Page Main Image – 750 x 450 pixels, minimum.
7. Image / Video Page Box Content – 360 x 233, minimum.
8. Listing Page – 750 x 350 pixels, minimum.
9. People Page – 258 x 258 pixels, minimum.

Posts

Uploaded as Feature Images

1. Featured Image – 750 x 450 pixels, minimum.
2. Parallax Image – 750 x 450 pixels, minimum.



- a. Parallax Background Field – 1200 x 560 pixels, minimum.
3. Parallax Transparent – 750 x 450 pixels, minimum.
 - a. Parallax Background Field – 1772 x 827 pixels, minimum.
4. Full Width Image Post – 940 x 439 pixels, minimum.

Miscellaneous

1. Sidebar, Textbox – No wider than 298 pixels.
2. Sidebar, Textbox Image – 50 x 50 pixels, minimum.
3. Sidebar, Textbox Image Full – 312 x 125 pixels, minimum.
4. Megamenu Image – 243 x 115 pixels.

Managing PDF Files

Uploading a PDF

PDFs are uploaded in the same manner as Images.

1. **Click** the **SELECT FILES** button and use the desktop's Open window to **Locate** and **Select** files for upload.
2. **Locate** the files on the desktop and **Select** the files to upload. **Drag** them to the **DROP FILES HERE** area of the interface.

Edit PDF Details

Primarily, there are two fields that Users may edit on PDF files, the Caption field and the Description field. While neither of these fields are required, users may find them helpful in improving SEO results.

1. **Click** **EDIT** on the existing PDF file.
2. **Enter** desired text in the **CAPTION** field.
3. **Enter** desired text in the **DESCRIPTION** field.
4. **Click** the **UPDATE** button.



Edit Media [Add New](#)

ConsularDistrict

Permalink: http://mx.embassy-pre-release.prod.getusinfo.com/?attachment_id=7848 [View Attachment Page](#) [Get Shortlink](#)

Caption

Description

Languages

Language: English

Translations: Español [+](#)

Save

Uploaded on: Nov 13, 2015 @ 19:28

File URL: <https://mx.embassy-pre-release.prod.>

File name: ConsularDistrict.pdf

File type: PDF

File size: 121 kB

[Delete Permanently](#) [Update](#)

Editing PDF Details

Home Page Slides

Overview

The Slides panel provides users with the ability to view, add, edit, or delete slides. The Slides menu provides user's access to the All Slides and the Add New options. When selecting Slides from the menu, the All Slides screen displays.

Slides [Add New](#)

[Switch back to kuczynskirf \(kuczynskirf\)](#)

Remote Medias Libraries has been updated to version 1.5.1. You are welcome to [vote for upcoming features](#). And note that [RML for Amazon S3 is now available!](#)

All (251) | Mine (1) | Published (221) | Drafts (30) | Orphaned content (7) | Cornerstone content (0)

Bulk Actions [Apply](#) [All dates](#) [All SEO Scores](#) [All Readability Scores](#) [Filter](#)

<input type="checkbox"/> Title	Date	Expires
<input type="checkbox"/> (no title) — Draft	Last Modified 2018/04/02	Never
<input type="checkbox"/> ACT Admin Slide	Published 3 hours ago	Never
<input type="checkbox"/> CMJ Facebook Slide	Published 4 hours ago	Never

All Slides Screen

Within the **ALL SLIDES** page, users can perform several routine tasks:

1. Add new slides.




2. Customize the displayed information using the **SCREEN OPTIONS** tab.
3. Review the Help file information related to this panel.
4. Review the various statuses of all slides. The user may select to view all slides, slides that are in draft and slides in the trash.
5. Search for specific slides.
6. Perform Bulk Actions on slides including editing and moving slides to the trash.
7. Filter the displayed slides by Date, Categories, and SEO Scores.
8. Review the Title, Author, Categories, Tags, Comments, Date, SEO, SEO Title, Meta Desc., and KW (Keyword) Focus field information related to a slide.
9. Set a slide to expire and disappear from the Home Page.

NOTE: IF THERE IS ONLY ONE SLIDE ON THE HOME PAGE, IT WILL NOT EXPIRE.



Adding a New Slide

Add New Slide

 [Switch back to kuczynskirf \(kuczynskirf\).](#)

Remote Medias Libraries has been updated to version 1.5.1. You are welcome to [vote for upcoming features](#). And note that [RML for Amazon S3 is now available!](#)

Character count: 0 of 90

Frontpage Slider

Description

Character count: 0 of 300

Choose media to display *

☒ Image ☐ YouTube Video ☐ Facebook Video ☐ Youku Video

Image *

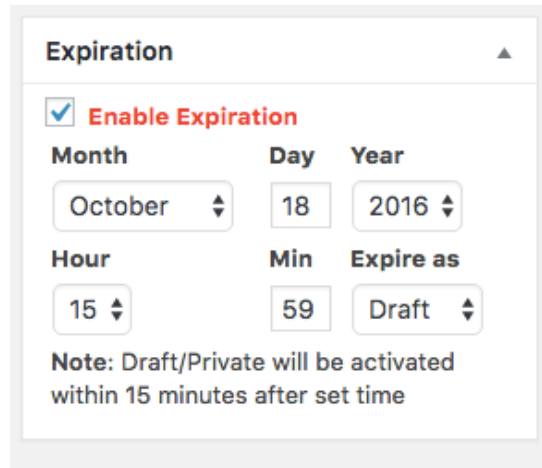
No image selected Add Image

Target URL *

Add New Slide Screen

1. **Enter** the title of the slide. This displays on the Image in white letters.
2. **Enter** the text desired in the **DESCRIPTION** field.
3. **Click** the **ADD IMAGE** button.
 - a. **Upload** a new image or **Select** an image from the **MEDIA LIBRARY**.
4. **Enter** the URL in the **TARGET URL** field.
5. If desired, set the slide to expire:
 - a. **Check** the **ENABLE EXPIRATION** box on the **RIGHT NAVIGATION**.
 - b. **Select** an expiration date using the **DATE PICKER**.

C. **Click UPDATE.**



The image shows a web interface for setting an expiration date. It is titled "Expiration" with a small upward arrow icon. Below the title is a checkbox labeled "Enable Expiration" which is checked. Underneath, there are three rows of dropdown menus. The first row is for the date: "Month" (set to "October"), "Day" (set to "18"), and "Year" (set to "2016"). The second row is for the time: "Hour" (set to "15"), "Min" (set to "59"), and "Expire as" (set to "Draft"). Below these fields is a note: "Note: Draft/Private will be activated within 15 minutes after set time".

Slide Expiration Date Picker.

6. **Set** the **PUBLISH** information and **Publish** or **Save**.



Editing Slides

Edit Slide

Add New

Switch back to kuczynskirf (kuczynskirf).

Remote Medias Libraries has been updated to version 1.5.1. You are welcome to [vote for upcoming features](#). And note that [RML for Amazon S3 is now available](#)

ACT Admin Slide

Character count: 15 of 90

Frontpage Slider

Description

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Character count: 124 of 300

Choose media to display *


☒ Image

☐ YouTube Video


☐ Facebook Video

☐ Youku Video

Image *



Target URL *

 <https://www.microsoft.com/>

Edit Screen

1. **Select** the Slide to be edited from the All Slides page.
2. **Edit** desired fields.
3. **Click** the **UPDATE** button.

Embed a Facebook, YouTube, Vimeo or Youku Video in the Slideshow

YouTube and Vimeo

- a) Beneath the video, **Click** the **SHARE** link.
- b) **Click** **EMBED**.

Facebook

- a) **Right click** on the video.
- b) **Click** **SHOW VIDEO URL**.
- c) **Copy** URL.

Youku

- a) Beneath the video, **Copy** the **FLASH ADDRESS**.
- b) **Add** <https://> to the beginning of the URL.

For example: <http://player.youku.com/player.php/sid/XMTg30TE1MDU3Mg==/v.swf>

becomes: <https://player.youku.com/player.php/sid/XMTg30TE1MDU3Mg==/v.swf>

After copying the desired video URL:

1. In WordPress, **Navigate** to **SLIDES**.
2. **Create** a new slide.
3. For **CHOOSE MEDIA TO DISPLAY**, **Select** appropriate video platform.
4. In the **VIDEO** field, **Paste** in the URL copied from above.
5. In the **TARGET URL** field, place the desired click-through URL for the slide.

Plugins

Event Calendar

The Event Calendar Plugin allows users to create a calendar in the website to display local events for their visitors. Events may be categorized and locations may be set so that visitors can find the venue. An optional Search box may be implemented directly above the calendar.

In order to implement the Event Calendar and/or Search box, please send a ticket to gpadigitalhelp@state.gov for the initial set-up.

Create a Category

1. **Navigate** to EVENTS > CATEGORIES.
2. In the NAME field, **Enter** the name of the desired category.
3. **Scroll down** to the COLOR field and **Select** the color that should appear on the calendar for any events using this category.
NOTE: IF INDIVIDUAL COLORS ARE NOT SELECTED, ALL CATEGORIES WILL DEFAULT TO BLUE.
4. **Click** ADD NEW EVENT CATEGORY.

Create a Location

1. **Navigate** to EVENTS > LOCATIONS.
2. In the NAME field, **Enter** the name of the Location (this is visible to site visitors).
3. In the ADDRESS field, **Enter** the street address of the location.
4. In the CITY field, **Enter** the city name.
5. In the STATE/PROVINCE field, **Enter** the correct information.
6. **Enter** the Zip Code in the appropriate field, if available.
7. **Select** the COUNTRY from the dropdown.



8. If an image should be associated with the Location, **Click** the **SELECT IMAGE** button and choose from the media library or upload a new image.
9. **Click** **ADD NEW EVENT LOCATION**.

Create an Event

1. **Navigate** to **EVENTS > ADD NEW**.
2. **Enter** the **TITLE** for the Event.
3. In the **CONTENT BOX**, add a description, if desired.
4. In the Event Date and Time section, **Complete** the following fields:
 - a. **Start date/time:**
 - i. **Click** in the **DATE** field and use the calendar to **Select** the correct date.
 - ii. **Click** in the **TIME** field and use the slider to **Select** the correct time.
 - b. **End date/time:**
 - i. **Click** in the **DATE** field and use the calendar to **Select** the correct date.
 - ii. **Click** in the **TIME** field and use the slider to **Select** the correct time.
 - c. **All-day event?** **Select** this box if the event will take place all day. As an example, Embassy closures are typically an all day event.
 - d. **Recurrence:** If this is a recurring event, **Select** the correct frequency from the dropdown.
5. A gallery of images may be added to the event. If this is desired, **Navigate** to the **EVENT GALLERY** section and **Click** the **ADD IMAGES TO GALLERY** button. **Create** the gallery in the Media Library by selecting the images that should appear.
6. **Select** the **EVENT CATEGORY** by checking the appropriate box(s) in the **EVENT CATEGORIES** section. A new category may be created from this section by clicking the **+ ADD NEW EVENT CATEGORY** link.
7. **Select** the Event Location by checking the appropriate box(s) in the **EVENT LOCATIONS** section. A new location may be created from this section by clicking the **+ ADD NEW EVENT LOCATION LINK**.

Don't forget to select the custom sidebar option!



8. Click PUBLISH.

Event Date and Time

Start date/time: 2017-02-17 4:32 pm

End date/time: 2017-02-17 4:32 pm

All-day event? ☐

Recurrence: once

Event Gallery

Add Images to Gallery

Sidebar Options

Custom Sidebar *
Create a unique sidebar for this post/page content. If 'no' is selected, the default sidebar for the site will be displayed.

Event Categories

All Event Categories Most Used

☐ Education
☐ Embassy Closure
☐ Information Resource Center

+ Add New Event Category

Event Locations

All Event Locations Most Used

☐ Ford's Theater
☐ The White House

+ Add New Event Location

Event Calendar Elements

Keyword(s):

< > today

May 2017

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3



Example of Event Calendar with Search box implemented.

ACT Single Event

[Home](#) | [Events](#) | ACT Single Event

[< Back to Calendar](#)



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Topics: ACT Event

Date: January 14, 2019 5:00 pm - 5:55 pm

Location:

ACT Location

30 Rockefeller Plaza

New York City

NY

10112

US

[< Back to Calendar](#)

Example of Individual Event Listing



[Visas](#) [U.S. Citizen Services](#) [Our Relationship](#) [Business](#) [Education & Culture](#) [Embassy & Consulates](#) [News & Events](#)

Education

[Home](#) / [News & Events](#) / Education

[< Back to Calendar](#)

19 events found [Sort by start date: ascending](#)

Weekly Round Table
Topics: Education
Date: February 21, 2017 4:00 pm - 5:30 pm; Edit
Location:
The White House

Weekly Round Table
Topics: Education
Date: June 13, 2017 4:00 pm - 5:30 pm; Edit
Location:
The White House
Join us each week as we meet to discuss important topics like visa processing, educational opportunities and upcoming Embassy events.

Weekly Round Table
Topics: Education
Date: June 20, 2017 4:00 pm - 5:30 pm; Edit
Location:
The White House
Join us each week as we meet to discuss important topics like visa processing, educational opportunities and upcoming Embassy events.

Weekly Round Table
Topics: Education
Date: June 27, 2017 4:00 pm - 5:30 pm; Edit
Location:
The White House
Join us each week as we meet to discuss important topics like visa processing, educational opportunities and upcoming Embassy events.

[< Back to Calendar](#)

Filter

Keyword(s):

Content Type:
☐ News
☐ Speeches
☐ Press Releases

Example of Event Category Listing Page

Re-direct

1. To use the Redirect plugin, **Navigate** to **TOOLS > REDIRECTION**.
2. **Scroll** down to **ADD NEW REDIRECTION** and **Complete** the following fields:
 - a. **SOURCE URL** – **Enter** the URL of the page that needs to be redirected.
 - b. **TARGET URL** - **Enter** the URL of the page that should display.
 - c. **URL OPTIONS/REGEX** - **Ignore**.
 - d. **GROUP** – **Select REDIRECTIONS**.
 - e. **Click ADD REDIRECT**.

NOTE: THE ADVANCE SETTINGS SECTION (ACCESSED BY CLICKING THE SETTINGS ICON) SHOULD NOT BE USED AT THIS TIME.

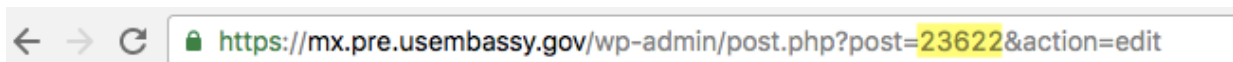
Shortcodes

Create the Shortcode

1. **U**se the Left Navigation to open **SHORTCODES > ADD NEW**.
2. **C**reate a title for the Shortcode.
3. **E**nter the content that should appear.
4. **U**se checkbox to hide or display the featured image.
NOTE: HIDING THE FEATURED IMAGE WHEN EMBEDDING VIDEO IS RECOMMENDED.
5. **C**lick **PUBLISH**.
6. **N**avigate to **SHORTCODES > ALL SHORTCODES**.
7. **M**ouse-over the title of the short code created.
8. In the **STATUS BAR** of the browser, **I**dentify the Post # for the Shortcode. (See image below)

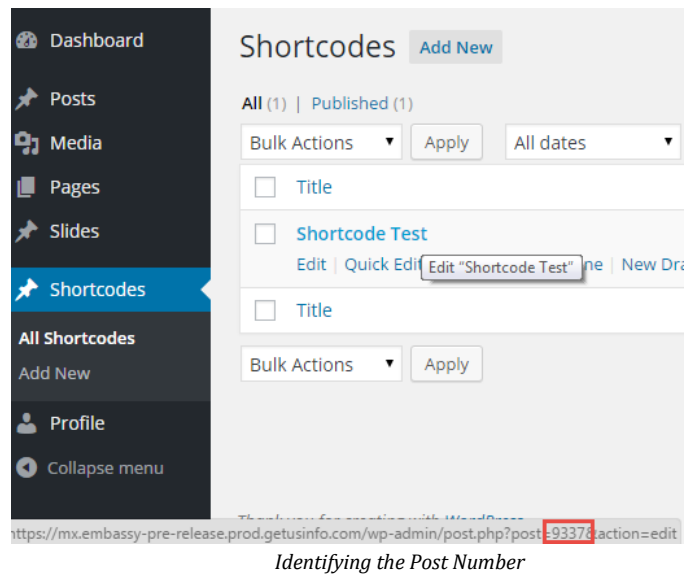
Use the Shortcode

1. **N**avigate to the page or post where the content should be placed and **O**pen in **EDIT**.
2. In the **CONTENT** field of the page or a **TEXT BOX**, **E**nter the following Shortcode:
 - a. [post-content id=####]
 - b. Replace the #### with the Post Number.



Example of Post ID In URL.

2. **U**date or **P**ublish the Page/Post.
3. The Shortcode content should display.



Podcast/Audio Embed

Podcasts or Audio can be embedded in the main body or sidebar of posts or the Sidebar of pages. To embed a Podcast/Audio player: **Open** the desired post in **EDIT** mode.

1. To embed podcast player with a square border, title and description, **Enter** the following code into the body of the post or sidebar (use Shortcode sidebar) (replace highlighted fields with appropriate text):
 - a. `<div class="audio-player">`
`<h2>Title</h2>`
`Description`
`[audio src="Add URL here" type="audio/mp3" controls="true"`
`preload="auto"]</div>`
2. To embed only podcast player, **Enter** the following code into the body of the post (replace highlighted field with appropriate text):
 - a. `[audio src="Add URL here" type="audio/mp3" controls="true"`
`preload="auto"]</div>`

Podcast / Audio embed may be used only in the sidebar on pages. Use the shortcode sidebar to implement.



Add Media

VisualText

B *I*

Wrapper

Test Audio
This is an audio test.

No Wrapper

Word count: 10Last edited by Rhonda Urbanczyk on June 22, 2016 at 9:29 am

Sidebar Options

▲

Sidebar Elements

Shortcodes Heading 1

Shortcodes 1

With Wrapper

Shortcodes 2

Shortcodes 1

Add Media

VisualText

B *I*

Test Audio
This is an audio test.

Sample of Podcast/Audio in body and sidebar.

Yoast SEO Premium

Overview

Yoast SEO (Search Engine Optimization) incorporates everything from a snippet preview and page analysis functionality that helps the user optimize a site's pages content, images titles, Meta descriptions and more to XML sitemaps, and loads of optimization options in between. Additional information on Yoast and its capabilities is available at:

<https://yoast.com/>

SEO on Pages and Posts

The Yoast Plugin section is available at the bottom of the edit page of all new Posts and Pages. This expandable area enables the user to input a **FOCUS KEYPHRASE**. It also provides feedback to the user on the strength of the page or post's SEO.

Yoast SEO Premium

● SEO

● Readability

● Social

Focus keyphrase ?

Snippet Preview

● SEO analysis

+ Add related keyphrase

Cornerstone content

Insights

Advanced

Yoast Keyphrase section

- a. **SEO Analysis-** This expandable area enables the user to input synonyms for the **FOCUS KEYPHRASE**.



● SEO analysis

Keyphrase synonyms ?

Analysis results

^ Problems (5)

● [Outbound links](#): No outbound links appear in this page. [Add some!](#)

● [Internal links](#): No internal links appear in this page, [make sure to add some!](#)

● [Keyphrase length](#): No focus keyphrase was set for this page. [Set a keyphrase in order to calculate your SEO score.](#)

● [Meta description length](#): No meta description has been specified. Search engines will display copy from the page instead. [Make sure to write one!](#)

● [Text length](#): The text contains 1 word. This is far below the recommended minimum of 300 words. [Add more content.](#)

^ Improvements (1)

● [Image alt attributes](#): Images on this page do not have alt attributes that reflect the topic of your text. [Add your keyphrase or synonyms to the alt tags of relevant images!](#)

^ Good results (1)

● [SEO title width](#): Good job!

Yoast SEO Analysis – Synonyms

b. **Add Related Keyphrase**- This expandable area enables the user to input a second related **FOCUS KEYPHRASE**.

+ Add related keyphrase

Keyphrase ?

Yoast Add Related Keyphrase

c. **Cornerstone Content**- This expandable area enables the user to mark the page or post **CORNERSTONE CONTENT**. These pages or posts will rank higher in search engines and have increased visibility. Usually, these pages/posts are comprehensive, authoritative content prioritized for new users visiting the site.

U.S. Department of State – GPA/DC/PLT/WB
Last Updated: 08/28/2023

Page | 118

Document Version – 5.7



Cornerstone content

Cornerstone content should be the most important and extensive articles on your site. [Learn more about Cornerstone Content.](#)

Mark as cornerstone content



Yoast Cornerstone Content

- d. **Social** – This section enables users to specify how posts and pages are shared on Facebook and Twitter. By completing the fields in this section, the information specified will override the default sharing information for this post or page including image displayed, description and title. Information will preview in real time.
- i. **Image:** Upload an image to override default Social Media image for the post.
RECOMMENDED IMAGE SIZE FOR FACEBOOK – 1200 x 630 PIXELS.
RECOMMENDED IMAGE SIZE FOR TWITTER – 1024 x 512 PIXELS.
 - ii. **Title:** Enter new title to override default title for the Social Media post.
 - iii. **Description:** Enter new description to override default meta description.



SEO

Readability

Social

Facebook

Facebook preview

Please select an image by clicking here

Music to Overcome | U.S. Embassy & Consulates in Mexico
Modify your Facebook description by editing it right here
MX.PRE.USEMBASSY.GOV

Facebook editor

Facebook image ?

Upload image

Facebook title ?

Facebook description ?

Modify your Facebook description by editing it right here

Yoast Social Preview Tab

U.S. Department of State – GPA/DC/PLT/WB
Last Updated: 08/28/2023

Page | 120

Document Version – 5.7

White Label Courseware

This functionality allows a Post to embed courses for their visitors to take on their website, and to generate a certificate of completion once the course quiz has been submitted successfully. At this time there are six courses available to embed:

1. Management Strategies for People and Resources
2. Fundamentals of Business Expansion
3. Strategies for Personal Growth
4. Community Organizing for Action
5. Fundamentals of Starting and Running a Business
6. Responsible Leadership on Transparency and Good Governance

YLA website Example: <https://ylai.state.gov/online-courses/>

This functionality is added by the help desk (gpadigitalhelp@state.gov) upon request. Using all six classes is recommended, but not mandatory. Please make sure to let the help desk know the following:

1. Which courses you would like.
2. If you would like the Featured Program under Education & Culture to spotlight the courses, or would you prefer the page to be listed under “Local Programs”? You can also choose not to place this content in the Megamenu and link to it from the Education & Culture landing page instead.

Please note that due to the complexity of this functionality, it can take up to 48 hours for requests to be complete.

Facebook Pixel

This code placed within the site header tracks specific user traffic. To add this feature, please send your Facebook Pixel ID Code to gpadigitalhelp@state.gov with the request.

For more on Facebook Pixel, visit

<https://www.facebook.com/business/help/651294705016616>

Additional Information

Editing Pages and Posts

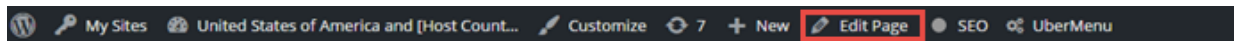
Editing a Page

When a page in the site needs to be edited, there are three (3) primary methods to locate the page:

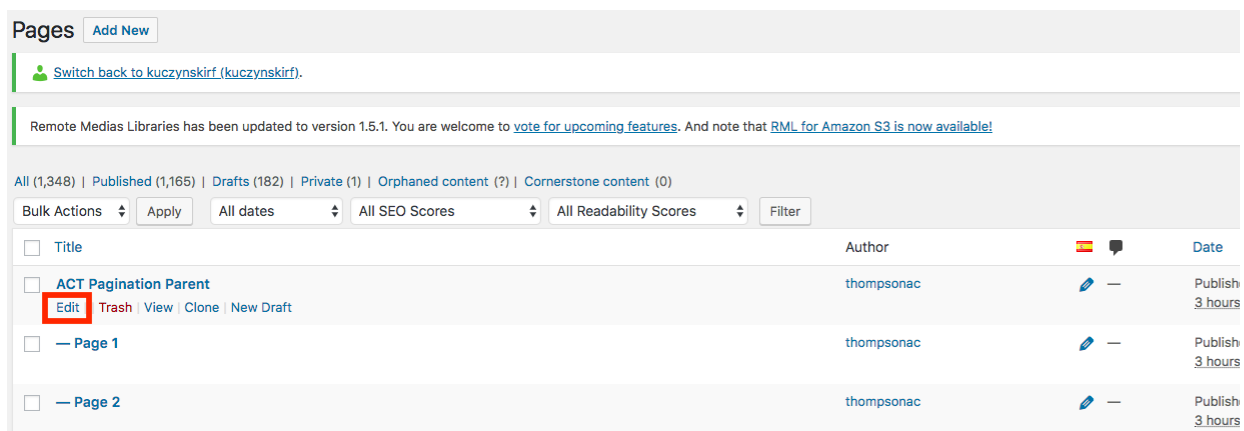
1. **Navigate** through the “view” site to the desired page.
2. **Use** the **SITEMAP** to **Locate** the desired page.
3. **Use** the **ALL PAGES** screen and the **SEARCH** feature to **Locate** the desired page.

There are two (2) ways to open a page in **EDIT**:

1. From the “view” mode, **Click** on **EDIT PAGE** in the header menu.
2. From the **ALL PAGES** screen, **Mouse-over** the page and **Click** the **EDIT** link.



Editing from View Mode



Editing from All Pages

Once the page is open in **EDIT** mode, **Make** the desired changes and **Click** the **UPDATE** button.

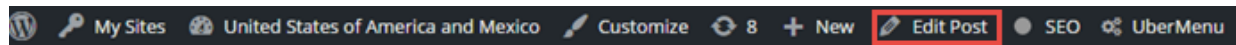
Editing a Post

When a post in the site needs to be edited, there are two (2) primary methods to locate the page:

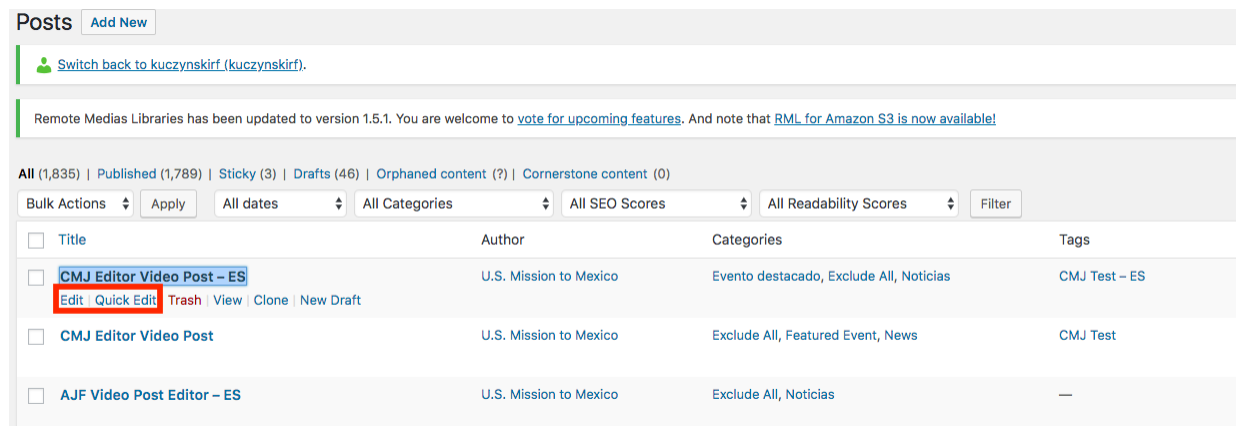
1. **Navigate** through the “view” site to the desired post.
2. **Use** the **ALL POSTS** screen and the **SEARCH** feature to **Locate** the desired post.

There are two (3) ways to open a post in **EDIT**:

1. From the “view” mode, **Click** on **EDIT POST** in the header menu.
 2. From the **ALL POSTS** screen, **Mouse-over** the post and **Click** the **EDIT** link.
 3. From the **ALL POSTS** screen, **Mouse-over** the post and **Click** the **QUICK EDIT** link.
- NOTE: QUICK EDIT ALLOWS LIMITED EDITING OF ONLY TITLE, SLUG, PUBLISHING DATE, AUTHOR, CATEGORIES, TAGS AND NOTIFICATION MESSAGE FIELDS.**



Editing from View Mode



Editing from All Posts

Once the post is open in **EDIT** mode, **Make** the desired changes and **Click** the **UPDATE** button.

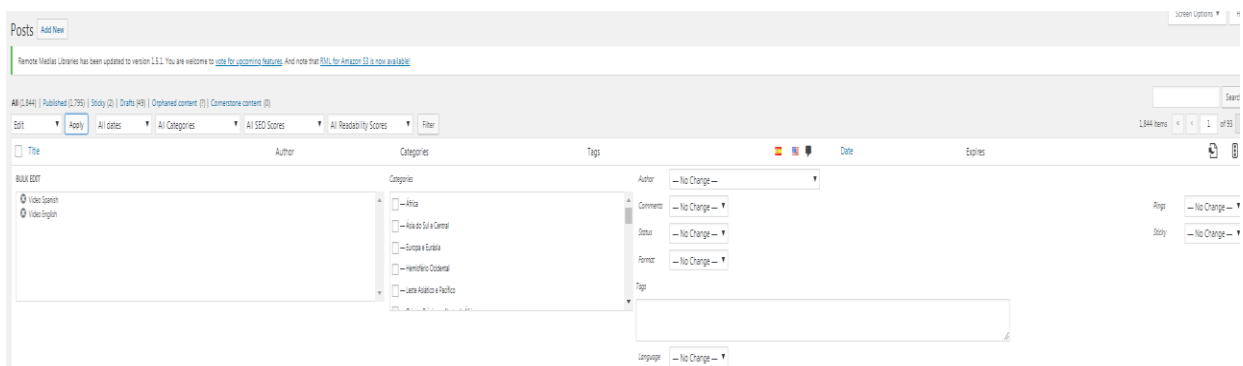
Bulk Editing

Bulk editing is accomplished in the **ALL POSTS** screen.

1. **Select** the posts to be edited by **Clicking** the checkbox to the left of the **TITLE**.
2. **Click** the down arrow in the **BULK ACTIONS** dropdown field and **Select EDIT**. The selected Posts will display in a special window.

Items that can be bulk edited in **Posts** are:

1. Categories
2. Tags
3. Author
4. Status



Bulk Edit Posts

Deleting, Restoring and Purging Pages and Posts

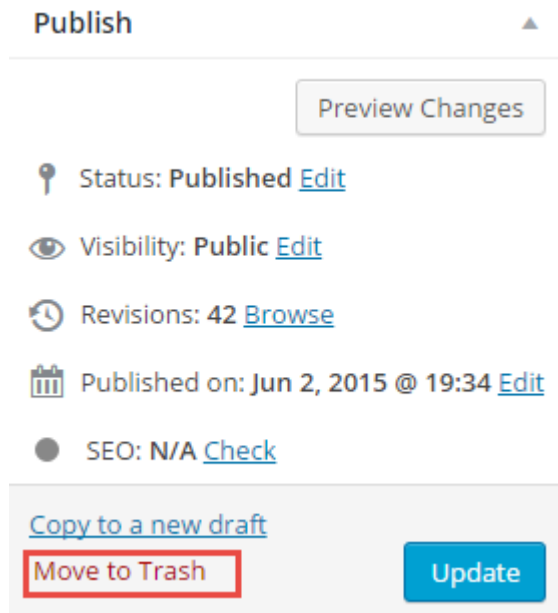
Deleting Pages & Posts

Pages and Posts may be deleted in two (2) ways:

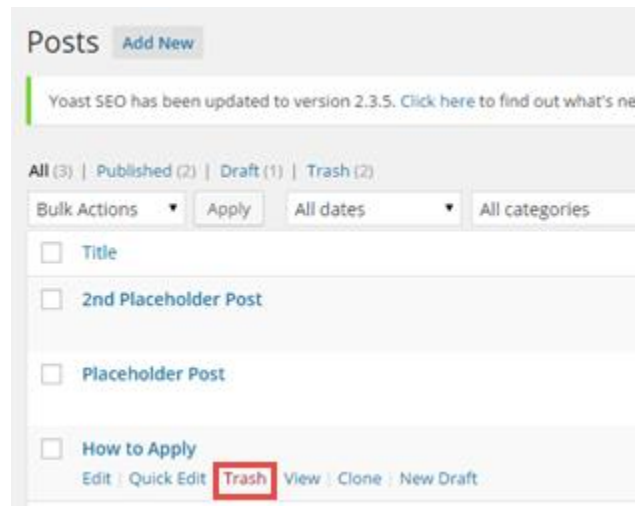
1. From the **EDIT** Screen of the item – **Click** the **MOVE TO TRASH** link in the **PUBLISH** section.
2. From the All Pages / All Posts Screen – **Mouse-over** the title and **Click** the **TRASH** link.



- a. In the All Pages / All Posts screen the user can mass-delete pages or posts by **Selecting** them and using the **BULK ACTIONS > MOVE TO TRASH** feature.



Deleting from the Publish section



Deleting from the All Posts/All Pages view



Restoring Pages & Posts

Until they are purged, Pages and Posts in the trash may be restored to their original location in the website.

The screenshot shows the WordPress 'Pages' section with the 'Trash' tab selected. A notification at the top states 'Yoast SEO has been updated to version 2.3.5. Click here to find out what's new!'. Below the notification, there are filters for 'All (140)', 'Published (140)', and 'Trash (2)'. The 'Bulk Actions' dropdown menu is open, showing options: 'Bulk Actions', 'Restore', and 'Delete Permanently'. The 'Restore' option is highlighted. The table below shows two items in the trash:

	Author	Date	SEO
<input type="checkbox"/>	lynchll	2015/10/07 Last Modified	●
<input type="checkbox"/> -- Disposition of Remains Report Parent Page: Death of a U.S. Citizen	jenkinsr12	2015/09/23 Last Modified	●
<input type="checkbox"/> Title	Author	Date	SEO

Restoring Pages and Posts

1. **Click** the **TRASH** link from the All Pages or All Posts view.
2. **Locate** the page or post.
3. **Multi-select** pages to restore and **Apply** Bulk Actions > Restore.
4. **Mouse-over** the desired page and **Click** the **RESTORE** link.

Purging Pages & Posts

This screenshot is identical to the one above, showing the WordPress 'Pages' section with the 'Trash' tab selected. The 'Bulk Actions' dropdown menu is open, but the 'Delete Permanently' option is highlighted instead of 'Restore'.

Restoring Pages and Posts



1. **Click** the **TRASH** link from the All Pages or All Posts view.
2. **Locate** the page or post.
3. **Multi-select** pages to restore and **Apply** Bulk Actions > Delete Permanently.
4. **Mouse-over** the desired page and **Click** the **DELETE PERMANENTLY** link.

PLEASE NOTE: ONCE A PAGE HAS BEEN PURGED FROM THE SITE, IT CANNOT BE RECOVERED. PLEASE DO NOT DELETE OR PURGE THE MAIN PAGES OF THE SITE (THE ONES IN THE MEGA MENU).

Cloning Pages and Posts

WordPress allows users to **CLONE** pages and posts. It also provides the ability to create a **NEW DRAFT** of pages and posts. These two functions have one minor difference only.

1. A user may only **CLONE** a page or post from the All Pages / All Posts page.
 - a. A **CLONE** of a page or post will duplicate the page/post and place it as a draft in the list of pages/posts. The user will then need to locate the cloned page or post and open it in edit mode to make any changes.
2. A user may create a **NEW DRAFT** from either the edit screen of the page being copied, or from the All Pages / All Posts page.
 - a. A **NEW DRAFT** of a page or post will immediately open in edit mode, allowing the user to make any necessary changes and update easily.

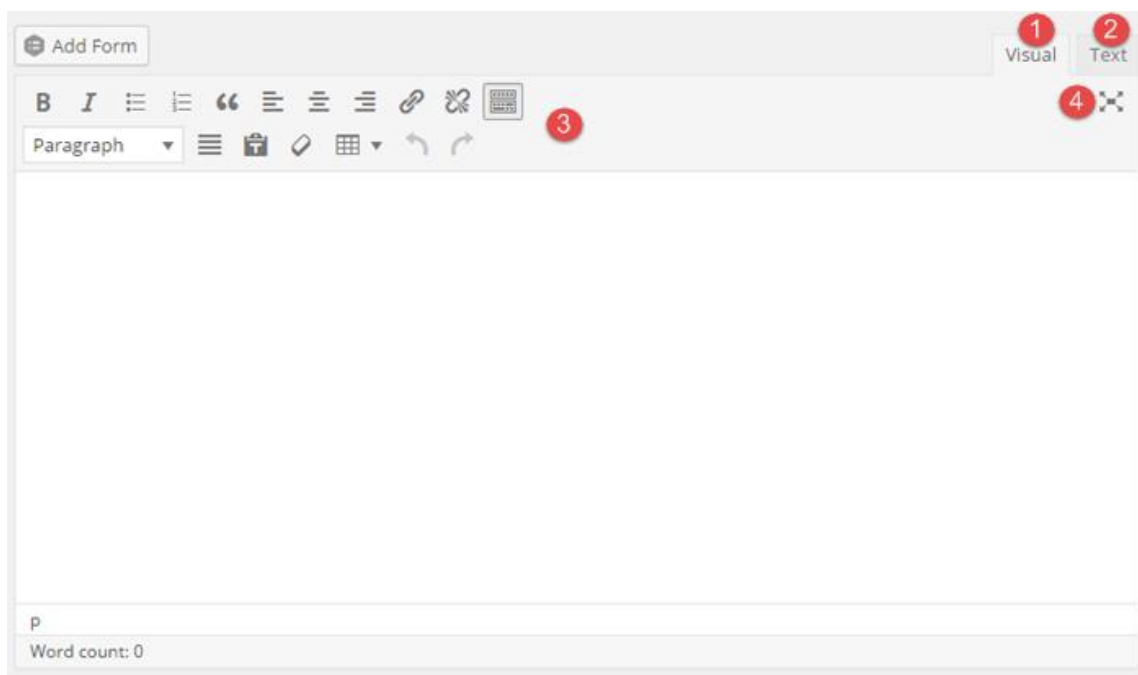
NOTE: BECAUSE IT SAVES A STEP IN THE PROCESS, THE OFFICE OF DIGITAL SUPPORT TEAM RECOMMENDS USING THE NEW DRAFT FUNCTIONALITY.

Using the Visual / Text Editor

When creating **PAGES** and **POSTS**, users are given the option of using a **VISUAL EDITOR** or a **TEXT EDITOR**.

The **VISUAL EDITOR** employs WYSIWYG (What You See Is What You Get) formatting so that the user may preview the look of content before saving or publishing. It is important to note that when copying and pasting content from other sources such as Microsoft Word or other Websites, that the HTML code may conflict with the Style Sheets in Modernized Templates. For this reason, we strongly urge users to clear out all HTML formatting before pasting content into the WYSIWYG editor by pasting it into Notepad.

The **TEXT EDITOR** enables the user to enter HTML code directly and should only be used by web managers experienced in writing HTML code.



Content Entry

1. The **VISUAL TAB** enables the WYSIWYG editor.
2. The **TEXT TAB** enables the HTML editor.
3. The **VISUAL TAB** uses buttons to assist the user in formatting text.
4. **DISTRACTION FREE WRITING MODE** is available. When clicked, all menus and sidebar items disappear, leaving only the **VISUAL / TEXT EDITOR** open in the user's browser window.



This is a toggle, and clicking it a second time will bring the menus, etc. back on screen.

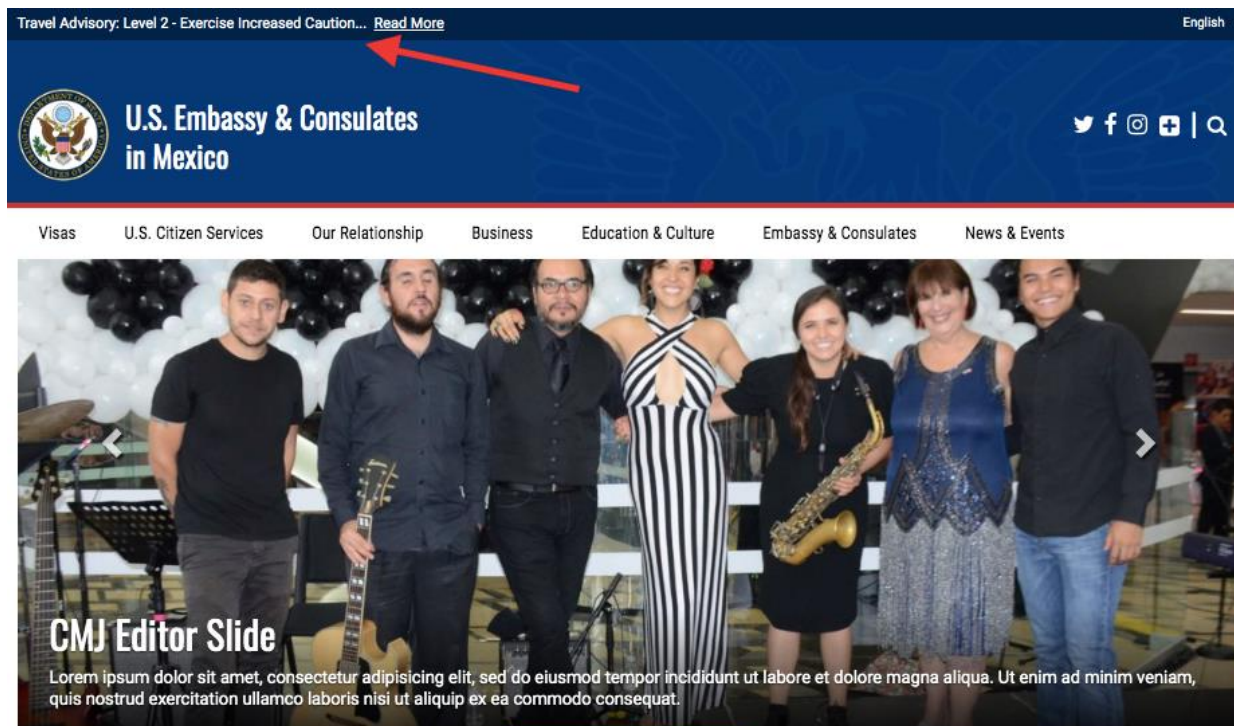
VISUAL MODE FUNCTIONS	DESCRIPTION
BOLD	Formats the selected text in BOLDFACE
ITALICS	Format the selected text in <i>ITALICS</i>
BULLET LIST	Formats the selected text as a bullet
NUMBERED LIST	Formats the selected text with a numerical sequence
BLOCKQUOTE	Formats the selected text as a quote
ALIGN RIGHT	Formats the selected text with right justification
ALIGN CENTER	Formats the selected text with center justification
ALIGN LEFT	Format the selected text with left justification
INSERT / EDIT LINK	Insert or edit a hyperlink
REMOVE LINK	Remove a hyperlink
TOOLBAR TOGGLE	Enables a secondary formatting toolbar. This toolbar includes:
PARAGRAPH	Formats the selected text with a paragraph or heading style(s)
JUSTIFY	Formats the selected text with full justification (margins even on both right and left)

PASTE AS TEXT	Pastes the selected text as unformatted text
CLEAR FORMATTING	Clears any formatting from selected text
TABLE	Allows the user to insert and define a table, cell, row, or column, as well as setting table properties and deleting a table
UNDO	Undoes the last change
REDO	Redoes the last undo



About Travel Advisories, Notifications, Alerts & Messages

In cooperation with Consular Affairs in Washington, the Office of Digital has implemented a new method of alerting visitors of effective travel advisories when visiting the website. This feature happens automatically in English Language websites and displays on the Home page and all pages in the U.S. Citizen Services sections. The bar will slide in from the top, stay active for 3 seconds then slide out. The visitor will be able to re-open the message if they choose.



Example of Travel Advisory

In addition, Posts can create a notification, by using the category "Notification" when writing a blog post. The most recent "Notification" will display in a gray banner above the global navigation on all pages within the site.



The screenshot shows the header of the U.S. Embassy & Consulates in Mexico website. Below the header is a navigation bar with links: Visas, U.S. Citizen Services, Our Relationship, Business, Education & Culture, Embassy & Consulates, and News & Events. The main content area is titled 'Alerts and Messages'. It features a sample notification for Level 2: Exercise increased caution in Mexico due to crime. A red arrow points to the 'Read More...' link in the notification. Below the notification is a 'Travel Advisory Levels' section with four levels: 1 Exercise normal precautions, 2 Exercise increased caution, 3 Reconsider travel, and 4 Do not travel. To the right of the main content is a sidebar with two sections: 'Before You Go' with a link to 'Enroll in STEP' and 'Additional Information' with a link to 'View The Local Alerts Archive'.

Example of Notification

The “Read More” link points to the Alerts & Messages page within the site. This page is not editable by users, and contains the following information:

1. The full text of the most recent travel advisory including color coded Travel Advisory Level Number. (1= Exercise Normal Precautions. 2= Exercise increased caution. 3= Reconsider Travel. 4= Do not travel.)
2. A list of all security messages from the last six months. These are pulled from Blog Posts that are categorized as “Security & Emergency Messages” and “Alert”. If a location has no security messages posted in the last six months, the following message will display: “There are no active security messages at this time.”
3. A Sidebar item that links visitors to information about STEP.
4. A Sidebar item that links visitors to Country-specific alerts at TSG, as well as all other alerts at TSG.

NOTE: BECAUSE THIS ALERT INFORMATION IS NOT PROVIDED ON TSG IN OTHER LANGUAGES, LANGUAGE VERSIONS OF THIS PAGE WILL NOT HAVE THE AUTOMATED FUNCTIONALITY.

Header Message

The Header Message bar allows the user to display an additional alert in the site header complete with “Read More” hyperlinked text. The Header Message can also include an optional image (175x45px) and can be set to expire.



Alert Header Message Bar

To Create a New Header Message:

Select HEADER MESSAGE from MAIN NAVIGATION/DASHBOARD on left and **Click** ADD NEW HEADER MESSAGE.

1. **Select** YES to Turn On.
2. **Enter** TITLE. (40 character limit)
3. **Enter** DESCRIPTION. (70 character limit)
4. **Add** IMAGE. (175x45px) **(optional)**
5. **Enter** URL to hyperlink.
6. **Confirm** “Read More” is auto-filled in the **READ MORE** section.
7. **Check** ENABLE EXPIRATION box and **Enter** date/time to expire. **(optional)**
8. **Click** PUBLISH.

NOTE: THE MOST RECENT PUBLISHED HEADER MESSAGE OVERRIDES ALL HEADER MESSAGES. IF THE LATEST PUBLISHED HEADER MESSAGE IS TURNED OFF, NO MESSAGE WILL DISPLAY ON THE SITE.



Edit Message [Add New Header Message](#)

Post updated. [View post](#)

Sample Alert Header Message

Header Message ^ v ▲

Turn On

☒ Yes


Title *

Character count: 27 of 40

Description *

Character count: 60 of 70

Image



URL *

Read More *

Character count: 9 of 40

Header Message Bar edit screen

Contacts

- GPA Office of Platforms (GPA/DC/PLT/WB)
- Customer Support: gpadigitalhelp@state.gov

Appendices

Resources

- 5 FAM 700 series:
 - Internet: <https://fam.state.gov/Fam/FAM.aspx?ID=05FAM>
 - Intranet: <http://a.m.state.sbu/sites/gis/dir/fam/Pages/05FAM/05FAM.aspx>
- 5 FAH-8 Web Development Handbook
 - Internet: <https://fam.state.gov/Fam/FAM.aspx?ID=05FAH08>
 - Intranet:
<http://a.m.state.sbu/sites/gis/dir/fam/Pages/05FAM/05FAH08.aspx>

Cables

- 132990 09-20-2007 Bringing the Content Management System to All Embassies:
http://telegrams.state.gov/aldac/view_telegram.cfm?teleid=7376022
- 270359 09-23-2003 New Website Resource for Embassies: Easier Development, Better Design:
http://telegrams.state.gov/aldac/view_telegram.cfm?teleid=840486
- 118332 05-26-2004 Overseas Public Website Domain Name Policy:
http://telegrams.state.gov/aldac/view_telegram.cfm?teleid=2654918

Glossary

ADMINISTRATOR	Administrators can access all the administration features within a single site.
AUTHOR	Authors create, edit, delete, and publish their own posts, as well as upload files.
AVATAR	An Avatar is a graphical representation of a user expressed in the shape of an icon. A user's Avatars displays next to the user's name on avatar-enable websites when a user makes a comment or creates a post. WordPress supports the user of Gravatars.
BLOG	A blog is a frequently updated online collection of posts...short, informal, sometimes controversial, and sometimes deeply personal...with the freshest information at the top personal journal or diary. Blog is a short form for the word weblog and the two words are used interchangeably.
BLOGROLL	A blogroll is a listing of websites that often appear as links on weblogs. This list of links is used to relate the site owner's interest in or affiliation with other sites.
CAPTIONS	Captions provide information that enables the visitor to fully understand the purpose of the photo without misleading or confusing them.
CATEGORY	Each post in WordPress is filed under a Category. Thoughtful categorization allows posts to be grouped with others of similar content and aids in the navigation of a site. Please note the post category should not be confused with the Link Categories used to classify and manage Links.
CD-ROM	Compact Disks-Read Only Memory
CMS	Content Management System
CONTENT	Content consists of text, images, or other information shared in posts. This is separate from the structural design of a website, which provides a framework into which the content is inserted, and the presentation of a site, which involves graphic design. A Content Management System changes and updates content, rather than the structural or graphic design of a website.
CONTRIBUTORS	Contributors create, edit, and delete their own posts but cannot publish them.
CSS	Cascading Style Sheets
CSS	Content Support Systems
DESIGN STANDARDS	Design Standards are to ensure consistency, offer a sense of place within the site, and support implicit association between the brand (U.S. Department of State) and the provided source

(Embassy, Mission, Consulate, etc.). Design standards ensure that the user knows what to expect, how the site will look, where to find everything, and as well as how everything works.

DoS	Department of State
DROPDOWN	A Dropdown is a menu of options that appears below the item when the computer user clicks on it. The user does not need to navigate to a new page in order to view the menu.
EDITORS	Editors can publish and manage posts including the posts of other users.
EMBASSY TEMPLATES	Embassy Templates are a model or standard created to provide a common look and feel for all Embassy websites.
EMBEDDED CODE	Embedded Code is a feature that allows users to embed videos from a GPA Digital website. English Language sites with links to language: Posts that have only a few pages of content available in a specific language will use this option. A language link on the global navigation bar will link to a page listing all PDF documents in that language. Posts may also link to language Pages and PDFs using the Translation feature.
EXTERNAL LINKS	External Links are links (URLs) to external pages that are not a part of the Missions Website Platform. External links must open up in a new window.
FEATURED IMAGE	A featured image is an image or thumbnail that is graphically representative of a post (i.e., an image of a dog or cat on a page dedicated to adopting an animal. Featured images are only used in blogrolls. Only two (2) images per post are allowed.
FLIP BOXES	Flip Boxes are great for grabbing the user's attention and adding some interaction with a site's content. Flip boxes have fully customizable content on the front and backside and can spin, rotate, flip. Put a title on the front and backside, add buttons to the site's content and the box height will extend based on the amount of content used. Customize the border size, border radius and have full control over the front and backside colors.
GALLERY	A Gallery is specifically an exposition of images attached to a post.
GLOBAL NAVIGATION	Global Navigation is the main horizontal site navigation that appears throughout the entire site. It contains a set of dropdown menus located at the top of each page that allows users to see all pages within each section of the website.
GOVERNMENT REGULATIONS	Government Regulations are rules and standards set by the government.
GPL	General Public License

GRAPHICS	Graphics are photographs or visual presentations.
GRAVATARS	Globally Recognized Avatars. A form of avatars used by WordPress. Gravatars are assigned a rating (G, PG, R, or X) that may be created or changed at the following at gravatar.com .
HEADING TAG	A Heading tag is a way of structuring the content on your page so the user can quickly skim through the page.
HMAC	Hash-based Message Authentication Code
HOME SLIDESHOW	Home Slideshow is located on the home page, it presents up to four (4) pieces of content (images etc.) which will rotate automatically or can be manually advanced by the visitor.
HOTP	HMAC One Time Password
HTML	Hypertext Markup Language
GPA	Bureau of Global Public Affairs
INDEX PAGE	An Index page showcases the critical content and links, which may be useful to the audience.
INFORMATION ARCHITECTURE	Information Architecture is the organization and effective structure of a webpage. The embassy's structure is composed of four (4) main areas, and then broken down into sub-groups that better assist the user in finding specific information.
LAYOUT TEMPLATES	Layout templates are available in a page layout's Display tab. Page Layout Templates provide different plans or designs available to format content of the page.
LISTING PAGE	A Listing Page is a page that provides the content in a list layout, allowing the publisher to present large amounts of content to the visitor effectively. Listing pages are often used to provide a list of hyperlinked titles directing site visitors to content such as press releases, speeches, or warden messages.
LOCAL NAVIGATION	Local (left) Navigation provides links for the current level within the site hierarchy and a fast route for visitors to get to the content in which they are most interested.
MAIN CONTENT AREA	A Main Content Area contains content specific to the section. The main content area is expandable and can support small, medium, and large amounts of content. This is the focus point of the page.
MULTISITE	WordPress Multisite, introduced in v3.0, allows multiple virtual sites to share a single WordPress installation. When the multisite feature is activated, the original WordPress site can be converted to support a network of sites.
OMB	Office of Management and Budget

PAGES	A Page is often used to present "static" information about an event or site. A good example of a Page is information placed on an About Page. A Page should not be confused with the time-oriented objects called posts. Pages are typically "timeless" in nature and live "outside" your blog.
PAGINATION	Pagination is used to paginate long pieces of content. It places linked numbers at the bottom of a content channel that allows site users to progress through pages of content.
PDF	Portable Document Format
PERMALINK	A Permalink is a URL at which a resource or article will be permanently stored. Many pages driven by Content Management Systems contain excerpts of content that is frequently rotated; making linking to bits of information within them a game of chance. Permalinks allow users to bookmark full articles at a URL they know will never change, and will always present the same content. Permalinks are optional in WordPress, but are highly recommended as they greatly increase the cleanliness of URLs.
PHP	PHP Hypertext Preprocessor (PHP)
PINGBACK	A Pingback notifies the author of an article if a user links to their article. If the links included lead to an article that is pingback-enabled, then the author of that blog gets a notification in the form of a pingback that the user linked to his article.
PORTAL	A Portal is an entrance or access to something larger.
POST NEWS / RSS FEEDS	Post News/RSS Feeds are articles to display a headline and brief description. These are displayed directly to the right of the Home page slideshow. They can be created by the embassy or displayed using an RSS Feed. An RSS Feed is a method of pulling news from online publishers and posting it on your site, providing fresh content to your users.
POSTS	Posts are those items that usually contain semantically and chronographically arranged information. Also known as "articles" and sometimes incorrectly referred to as "blogs". In WordPress, "posts" are articles that are written to populate the website.
RSS	Rich Site Summary, often called Really Simple Syndication, is a format for syndicating many types of content, including blog entries, torrent files, video clips on news-like sites; specifically frequently updated content on a website, and is also known as a type of "feed" or "aggregator". An RSS feed can contain a summary of content or the full text, and makes it easier for people to keep up to date with sites they like in an automated manner. Also frequently known as Rich Site Summary.
SCHEMA	A Schema is an organization or layout of concepts and actions.

SECTION 508	Section 508 requires government agencies, and institutions receiving federal dollars, to ensure that all electronic and information technology applications are accessible to individuals with disabilities. It eliminates barriers in information technology, creates new opportunities, and encourages development of new technologies.
SEO	Search Engine Optimization
SHARE	A Share enables visitors to easily spotlight content from the site on their personal Facebook, Digg, and other social media outlets with a simple click of the mouse.
SHORTCODE	The Shortcode API, a simple set of functions for creating macro codes for use in post content. It enables plugin developers to create special kinds of content (e.g. forms, content generators) that users can attach to certain pages by adding the corresponding shortcode into the page text.
SIDEBAR	A Sidebar is a vertical column provided by a theme for displaying information other than the main content of the web page. Themes usually provide at least one sidebar at the left or right of the content. Sidebars usually contain elements (widgets) that an administrator of the site can customize.
SLIDER	A Slider is a web page element used to highlight a group of selected posts. The slider displays one post at a time, transitioning from one to the next automatically or at the click of a button. Often, the slider looks like a fancy slideshow located near the top of the site.
SLUG	A Slug is a few words that describe a post or a page. Slugs are usually a URL friendly version of the post title (which has been automatically generated by WordPress), but a slug can be anything the user likes. Slugs are meant to be used with permalinks as they help describe what the content at the URL is.
SUBSCRIBER	Subscribers are the visitors of the website.
SUPER ADMINISTRATOR	Super Administrators can access the site network administration features and all other administration features.
TAG	<p>A Tag is a keyword that describes all or part of a Post. Think of it like a Category, but smaller in scope. A Post may have several tags, many of which relate to it only peripherally. Tags can be created on the fly by simply typing them into the Tag field. By default, tags can be assigned only to the Post and custom post types.</p> <p>Often people confuse Tags and Categories. Categories generally don't change often, while Tags usually change with every Post and are closer to the topic of the Post.</p>
TEMPLATE	A Template is a file that defines an area of the web pages generated by a theme. For example, there is typically a template for the header area at the top of the web pages, a template for the

content, a template for the sidebars, and so on. The templates are like building blocks that make up the complete web page.

THEME	A Theme is the overall design of a site and encompasses color, graphics, and text; a Theme is sometimes called the skin. The default theme for the Missions Website Platform is the Sage theme.
TOTP	Time-based One Time Password
TRACKBACKS	Trackbacks are a way to notify legacy blog systems that someone has linked to them. If a user links to a WordPress site, the site is automatically notified using pingbacks.
TRANSLATION	Translation enables the web manager to link directly to a corresponding Language translation of the content.
URL	Uniform Resource Locator
UTC	Coordinated Universal Time (French)
WEB MANAGER	Web Manager is the person who maintains, updates, and manages the content of the site.
WIDGET	Widgets are independent sections of content that can be placed into any widget-enabled area provided by the theme. Widgets can be located virtually anywhere within the site depending on the current theme.
WPML	WordPress Multilingual Plugins
WYSIWYG	What You See is What You Get
XML	Extensible Markup Language
XMLRPC	Extensible Markup Language Remote Procedure Call

Additional Services and Information

Language Content

Many Posts deliver content to their visitors in more than one language. The MWP Program has very specific guidelines on how Language content must be delivered. These guidelines are based upon usability and best practices. Details on the display of Language content can be found in the Publishing Standards section.

Forms

OMB must approve all forms on U.S. Government websites. The Help Desk is happy to provide assistance to Posts in navigating through the approval process. Additional information on the use of Forms in U.S. Mission sites can be found in the Publishing Standards section.

Customer Support Services

Help Desk

Due to substantial budget shortfalls for the Office of Platforms(GPA/DC/PLT/WB), effective 12:01 AM EDT Friday, July 1, 2022 GPA Digital Help Desk Support was significantly reduced.

The 24/7/365 Help Desk that GPA has maintained in the past is now only available to publish time-sensitive alerts and messages that protect American citizens' safety. Starting July 1, 2022, the support is to be only available for the following:

- Travel advisories
- Security alerts
- Demonstration alerts
- Health alerts
- Weather alerts
- suspension of operation notices
- natural disaster alerts

Other website updates, including routine alerts and messages, are the responsibility of mission staff. Examples of routine content that missions are responsible for include:

- Non-time sensitive messages to U.S. citizens (voter registration, tax deadlines, etc.)
- Consular services
- Leadership updates
- Hours of operation

- Embassy holiday closure announcements

To help missions transition to increased web management responsibilities, the GPA/DC/PLT/WB hosted several online training and Q&A sessions. Follow the links below to access the recordings. Of note: users must be logged into a [FAN.gov](https://fan.gov) account to access recordings. recordings are also available in the #GPA-MWP-Users Slack channel.

- [Watch Previous MWP 1.0 Training Session Recordings](#)
- [Watch Feedback Session Recordings](#)

#GPA-MWP-Users on Slack

Join our dedicated MAP Users channel on Slack to share your questions with fellow Web Managers or to provide the community with any lessons learned:

<https://app.slack.com/client/T02EYSBBH/C08K673JS>.